

# UTAH JOB MATCH RECRUITMENT MANUAL

LAST REVISED: 01/26/04





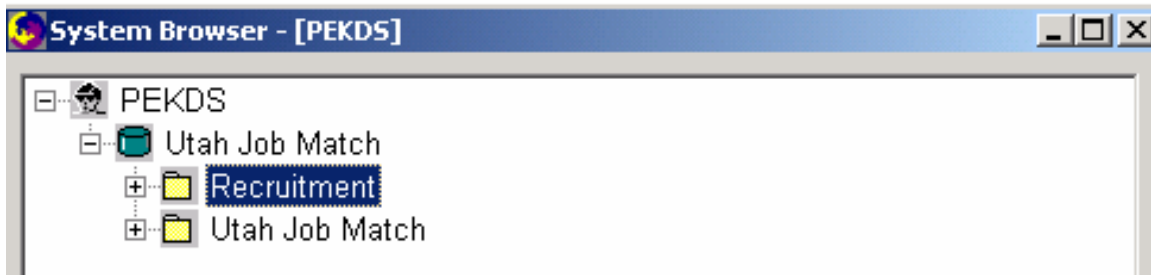
## Logging In

### Logging into Utah Job Match

Log into UJM by clicking on the UJM icon on the desktop. Enter the User ID and Password. Click on O.K. to get to the UJM system browser.

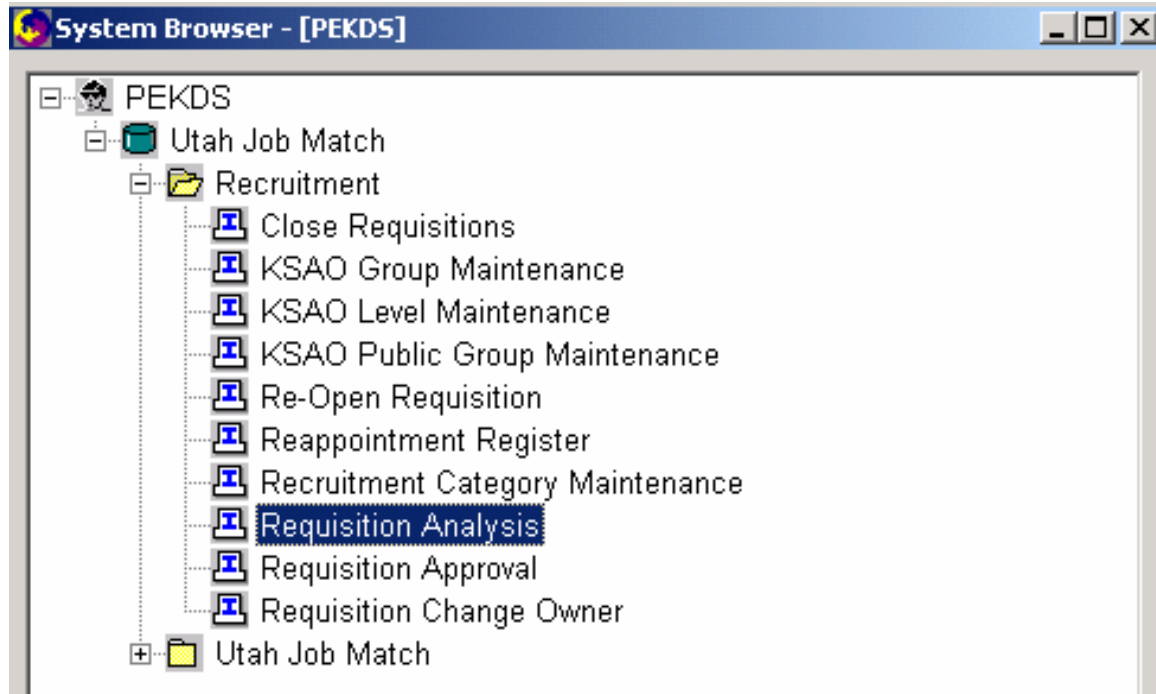


**System Browser** – At system browser, double click on User ID, double click on Utah Job Match, and finally, double click on Recruitment. This opens a list of activities to which the user has access.




## Logging In

To open an activity, double click on the desired activity. The activity window will open.

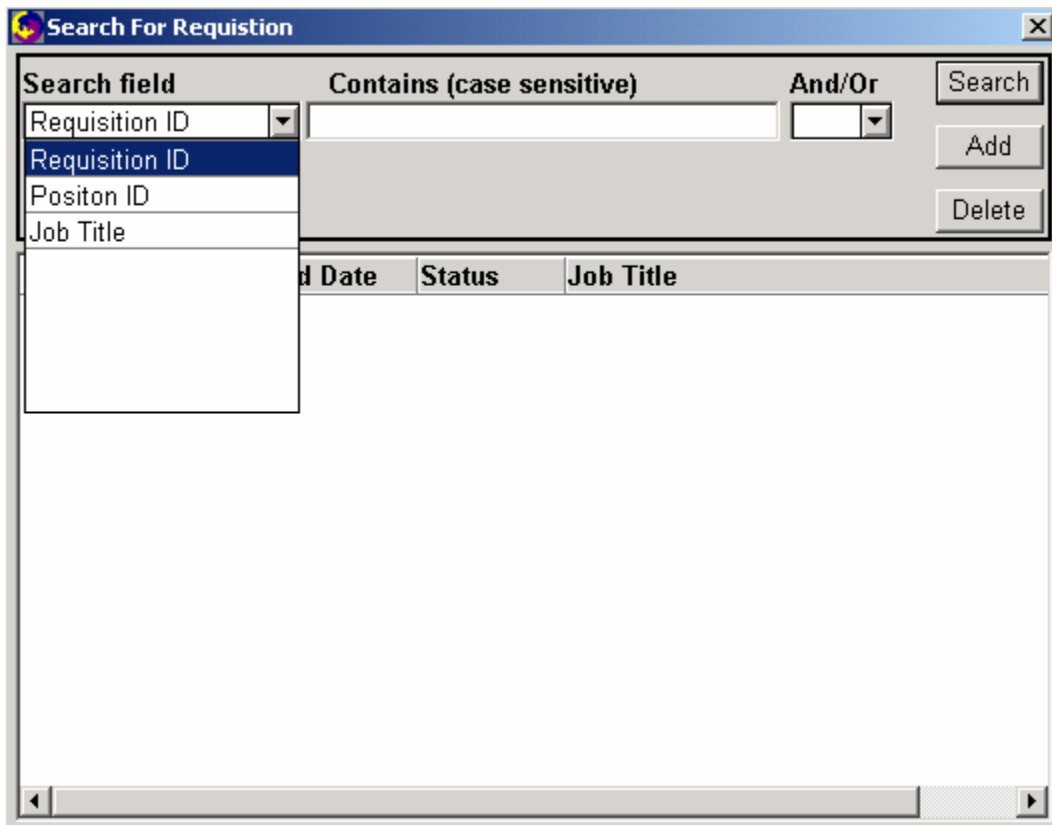


### Finding an Existing Requisition

In the Requisition Analysis window, click on  to open the Search For Requisition window, or, go to File on Menu bar and select search.

**Search Field** – Search for the applicable requisition by Requisition ID, Position ID, or Job Title. Highlight a search field, then click on the Contains field.

**Contains** – Enter the desired ID or Title and click the Search button. Make sure the title is entered in all caps as the search menu is case sensitive.

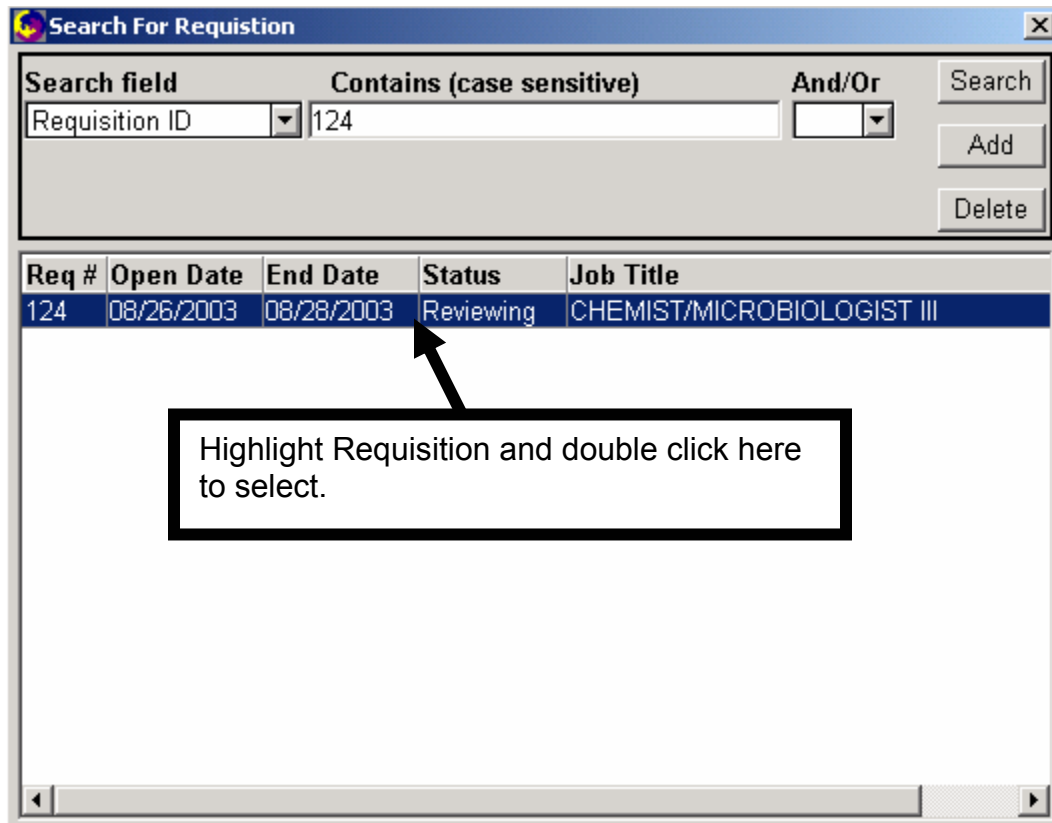


d Date	Status	Job Title
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## Requisition Analysis

### Req Plan

**Search Results** – Depending on the search criteria, one or more options will pull up. Double click on the desired requisition.



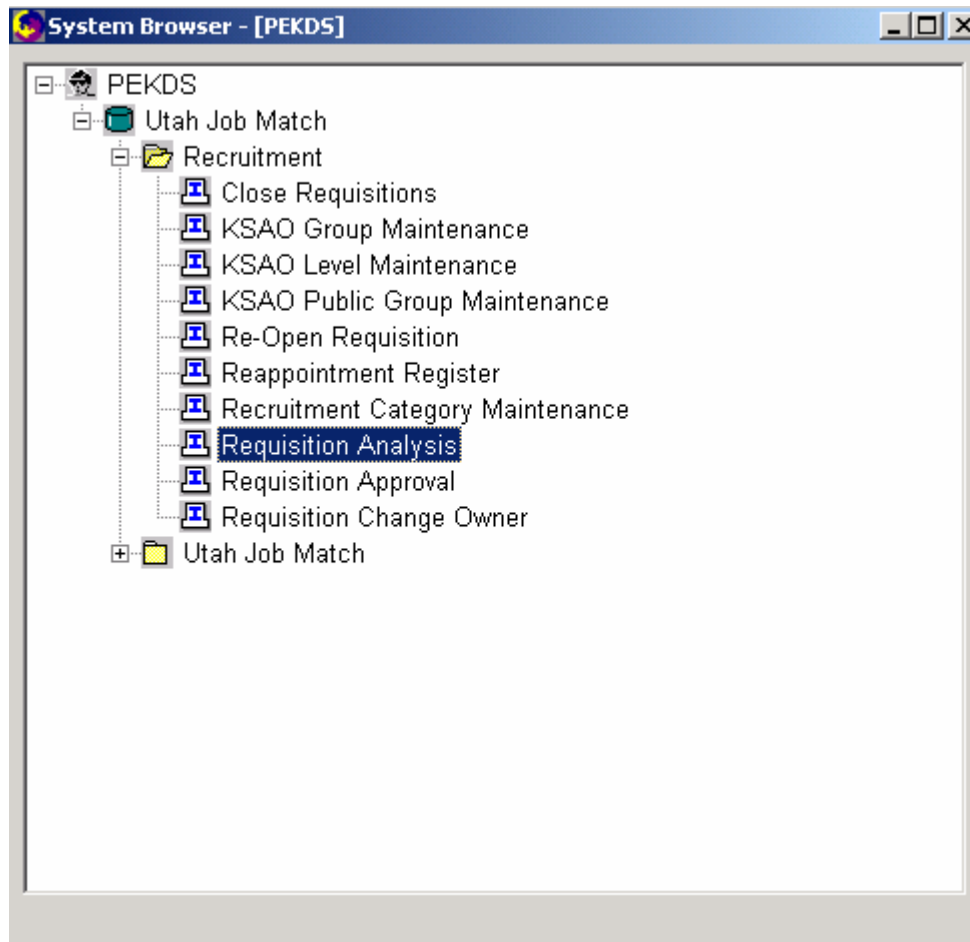
The screenshot shows a window titled "Search For Requisition". It has a search interface with a dropdown menu for "Search field" set to "Requisition ID", a text input field containing "124", and a dropdown for "And/Or". To the right are buttons for "Search", "Add", and "Delete". Below the search area is a table with the following data:

Req #	Open Date	End Date	Status	Job Title
124	08/26/2003	08/28/2003	Reviewing	CHEMIST/MICROBIOLOGIST III

An arrow points from a text box to the "Reviewing" status cell in the table. The text box contains the instruction: "Highlight Requisition and double click here to select."

## Building a New Requisition

**Requisition Plan** – At system browser, double-click on Req Analysis.

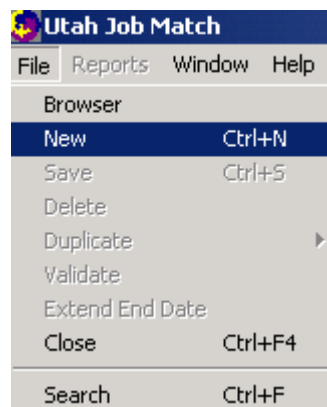


There are two options for opening a new requisition.

Open a new requisition by clicking File and selecting New. Write down the requisition ID number for future use.

**OR**

Open a new requisition by clicking on  on the menu bar. Write down the requisition ID number for future use.



## **Requisition Analysis**

### **Req Plan**

**Requisition ID** – The system generates the Requisition ID number when building a new requisition. A requisition can be pulled up at a later date by searching for the Requisition ID number or the Job Title. See **Finding an Existing Requisition**.



### Requisition Status

The Requisition Plan tab displays the status of the requisition/recruitment. The eight levels of status that can be displayed are New, Approved, Open, Reviewing, Interviewing, Hiring, Closed, and Cancel. Each level is explained on the next few pages.

Requisition Analysis [ 218 - ]

Req Plan | Position | Req Info 2 | Req Info 3 | Req Info 4 | Tasks | KSAO | Results | Applicant | Hire | Categories

Requisition ID 218      Posting Open Date 10/06/2003 ...

**Status New**      Posting End Date 11/14/2003 ...

Recruitment Type Public ▾

This position may convert to career service at a later date ☐

Recruiter Name

Recruiter Phone ( ) -

Recruiter E-mail

Recruitment Plan

**New Status** – New status is displayed in the Req Plan tab when the requisition is built. The requisition will remain in new status until the requisition is approved.

**Approved Status** – Once the Requisition Plan, Position, Requisition Information 2, Requisition Information 3, Requisition Information 4, Tasks, KSAOs, and Categories tabs are completed, then the requisition is ready for approval. Once approved, the status will change from New to Approved in the Req Plan tab. See **Approving a Requisition**.

## Requisition Analysis

### Req Plan

**Open Status** – Open status is displayed in the Req Plan tab when the requisition has been approved and the Posting Open Date has been reached.

**Example:** If the posting open date is listed as October 23<sup>rd</sup> and the requisition is approved on October 20<sup>th</sup>, then the status will display Approved from October 20<sup>th</sup> to October 22<sup>nd</sup> and switch to Open status on October 23<sup>rd</sup>. Once Open status is displayed, applicants can view the recruitment and begin to apply for the position online.

Requisition Analysis [ 218 - ]

Req Plan Position Req Info 2 Req Info 3 Req Info 4 Tasks KSAD Results Applicant Hire Categories

Requisition ID 218

Status New

Recruitment Type Public

This position may convert to career service at a later date ☐

Posting Open Date 10/06/2003

Posting End Date 11/14/2003

Recruiter Name

Recruiter Phone ( ) -

Recruiter E-mail

Recruitment Plan

## Requisition Analysis Req Plan

**Reviewing Status** – Reviewing status is displayed in the Req Plan tab and on the web for applicants to view. Reviewing status refers to the time frame when applications are reviewed and a hiring list is generated. This status is displayed when the Posting End Date has passed and applicants are ready for review.

**Example:** if the Open Date is listed as October 23<sup>rd</sup> and the End Date is listed as October 28<sup>th</sup>, applicants can apply for the position online from October 23<sup>rd</sup> to October 28<sup>th</sup>. On October 29<sup>th</sup>, the Reviewing status will be displayed and applicants can no longer apply.

Requisition Analysis [ 218 - ]

Req Plan Position Req Info 2 Req Info 3 Req Info 4 Tasks KSAO Results Applicant Hire Categories

Requisition ID 218

Status New

Posting Open Date 10/23/2003

Posting End Date 11/14/2003

Recruitment Type Public

This position may convert to career service at a later date ☐

Recruiter Name

Recruiter Phone ( ) -

Recruiter E-mail

Recruitment Plan

**Interviewing Status** – Interviewing status is displayed in the Req Plan tab and in the job seekers' online Application History when the hiring list has been generated and applicants are being interviewed. The full interview process must be complete before the next status level is displayed.

**Hiring Status** – Hiring status is displayed in the Req Plan tab and in the job seekers' online Application History when an offer is extended. Once an employee is selected, the status of the requisition changes from Interviewing to Hiring. The requisition remains in hiring status until all the positions are filled and the requisition is closed.

## Requisition Analysis

### Req Plan

**Closed Status** – Closed status is displayed in the Req Plan tab when an offer has been extended and accepted for all positions tied to this requisition. When all positions are filled, the recruiter changes the status from Hiring to Closed by closing the requisition when prompted.

### Re-Opening a Closed Requisition

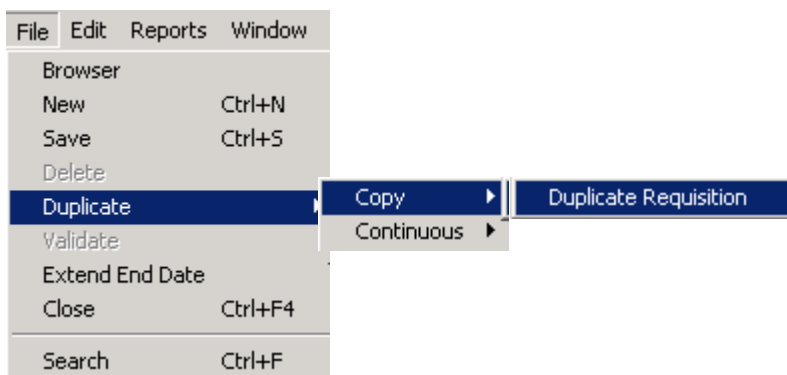
While in Closed status, a requisition may be re-opened to fill another position using the same hiring list from the same requisition. This can be done by going into the Hire tab, right-clicking in the left hand Hiring Status box and selecting Re-Open Requisition. The status will then switch to Hiring status until all positions are filled and the requisition is closed.

### Cancel Status

Cancel status is displayed in the Req Plan tab when a requisition must be canceled. Requisitions can be canceled for a number of reasons, such as agency budget cuts or errors in the requisition. To cancel a requisition, go into the Hire tab, right-click in the left Hiring Status box and select Cancel Requisition. The status will change to Cancelled.

### How Do I Duplicate a Requisition?

Duplicating a requisition allows a user to copy recruitment information into a new requisition. To duplicate a requisition, open the requisition you wish to duplicate and go to File on the menu bar and select Duplicate, select Copy and Duplicate Requisition. This saves a great deal of time when recruiting for a similar position because you won't have to re-enter position information such as tasks, KSAO's, application questions, and levels.



## Requisition Analysis Req Plan

### How Does an Applicant Know The Status of a Recruitment?

An applicant can view the status of a recruitment they applied for at any time. To check this status, an applicant must log into their online account, click on Application History, locate the job they applied for and look at the status field for that job.

The screenshot shows the Utah.gov Department of Human Resource Management (DHRM) website. The 'Application History' section is highlighted, and the 'Status' column in the table is circled in black. The table lists various job applications with their respective dates and statuses.

Req #	Open date	Close date	Applied	Status	Job	
11	8/19/2003	8/25/2003	8/20/2003	Filled	ELECTRONIC TECHNICAL SPECIALIST II	<a href="#">View</a>
13	8/14/2003	9/5/2003	8/20/2003	Reviewing	TRAINER II	<a href="#">View</a>
29	8/18/2003	8/22/2003	8/19/2003	Canceled	ENGINEERING TECHNICIAN III	<a href="#">View</a>
30	8/20/2003	8/21/2003	8/20/2003	Canceled	INSPECTOR I, UDOT	<a href="#">View</a>
33	8/20/2003	8/26/2003	8/20/2003	Canceled	FINANCIAL ANALYST II	<a href="#">View</a>
40	8/20/2003	8/25/2003	8/20/2003	Reviewing	OFFICE CLERK II	<a href="#">View</a>
42	8/20/2003	8/22/2003	8/20/2003	Filled	FINANCIAL ANALYST II	<a href="#">View</a>
43	8/20/2003	8/22/2003	8/20/2003	Reviewing	OFFICE CLERK II	<a href="#">View</a>
45	8/20/2003	8/22/2003	8/19/2003	Filled	ENGINEERING TECHNICIAN III	<a href="#">View</a>
64	8/21/2003	8/25/2003	8/22/2003	Canceled	RESEARCH CONSULTANT II	<a href="#">View</a>
181	10/20/2003	10/22/2003	8/20/2003	Reviewing	TRAINER II	<a href="#">View</a>

### Posting Open Date

The Posting Open Date refers to the date applicants can begin to apply for this job online.

The screenshot shows the 'Requisition Analysis [ 236 - ]' window. The 'Posting Open Date' and 'Posting End Date' fields are circled in black. The window also displays the 'Requisition ID 236' and 'Status New'.

Req Plan	Position	Req Info 2	Req Info 3	Req Info 4	Tasks	KSAD	Results	Applicant	Hire	Categories
Requisition ID 236										
Status New										
Posting Open Date <input type="text"/>										
Posting End Date <input type="text"/>										

## Requisition Analysis

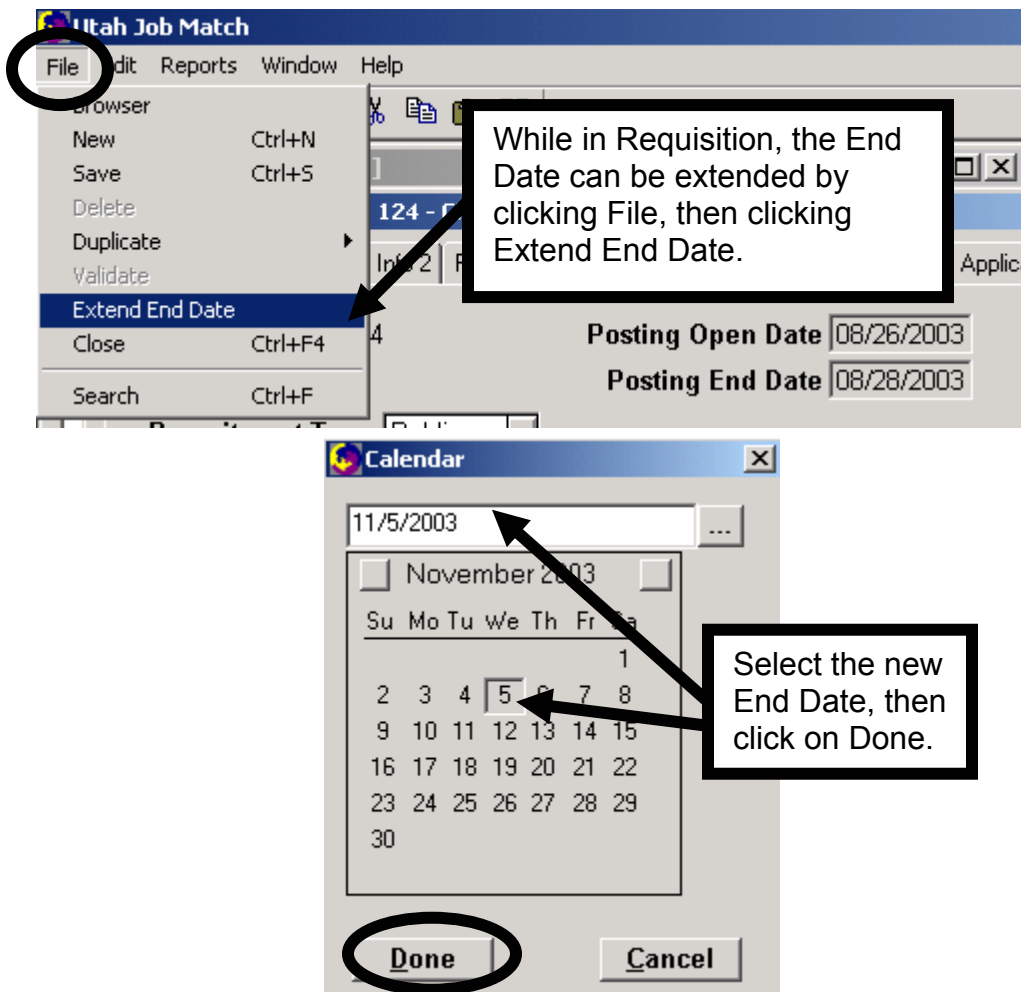
### Req Plan

#### Posting End Date

The Posting End Date refers to the last day in which an applicant can apply for this job online. Once the Posting End Date has passed, after 11:59 p.m., applicants can no longer apply to this job.

#### How Do I Extend a Posting End Date?

However, if more applicants are needed after the end date passes, the end date can be extended by clicking file, clicking Extend End Date, selecting the correct date on the calendar, and clicking Done.



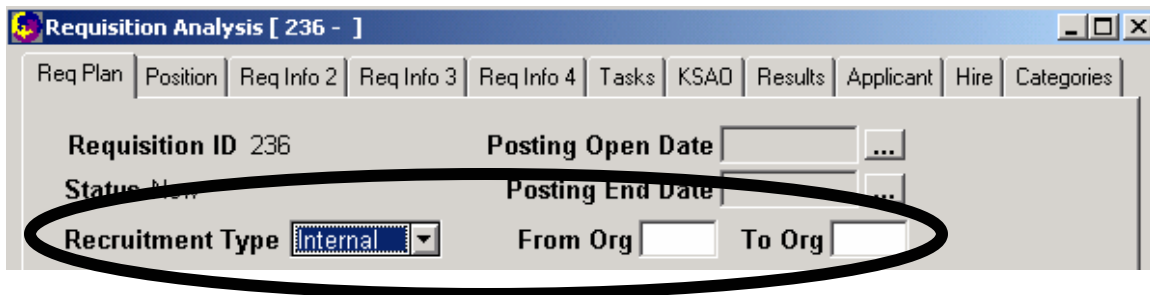
Once the End Date is extended, the recruitment will immediately be available online for applicants to apply.

## Requisition Analysis Req Plan

### Recruitment type

User can choose one of three recruitment types: Internal, State, and Public recruitments.

**Internal** – This type of recruitment is open only to current employees within an agency or specific division, region, or work unit within an agency. Applicants must be schedule B, career service employees of the agency in order to be eligible to apply for this type of recruitment. The system determines eligibility through the Org range and Employee Identification Number (EIN).



Requisition Analysis [ 236 - ]

Req Plan | Position | Req Info 2 | Req Info 3 | Req Info 4 | Tasks | KSAO | Results | Applicant | Hire | Categories

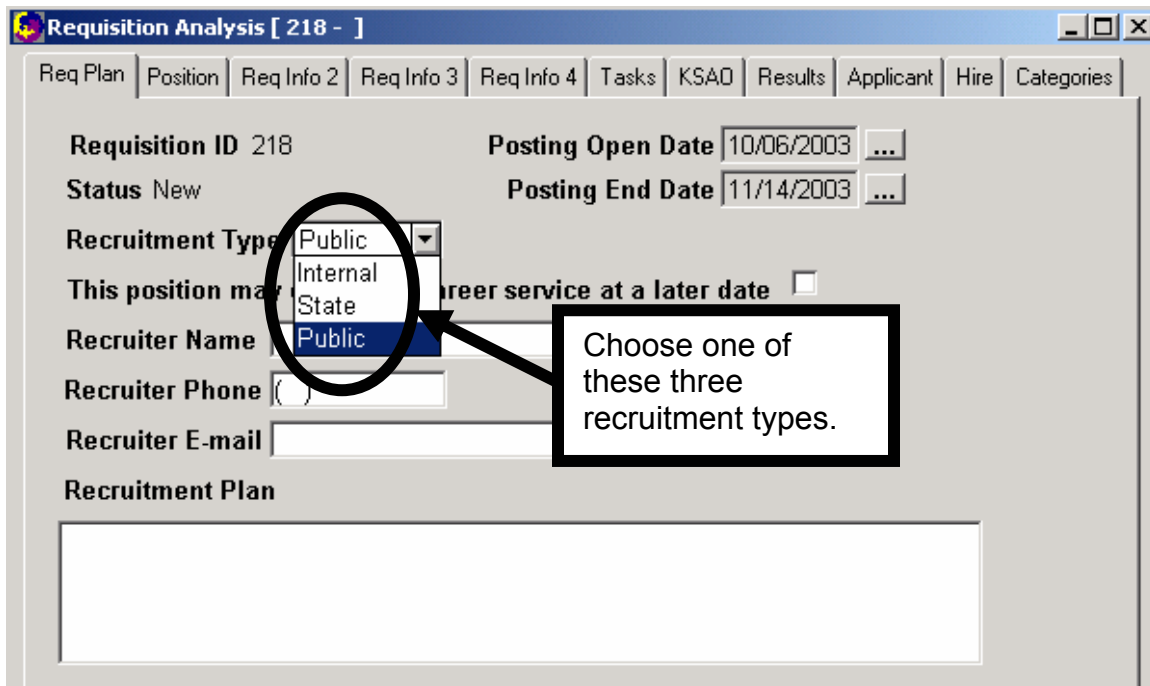
Requisition ID 236      Posting Open Date [ ] ...

Status New      Posting End Date [ ] ...

Recruitment Type **Internal**      From Org [ ] To Org [ ]

**State** – This type of recruitment is open only to current state employees. Applicants must be schedule B, career service employees of the State of Utah in order to be eligible to apply for this type of recruitment. The system determines eligibility through the EIN.

**Public** – This type of recruitment is open to the general public, career service employees, and non-career service employees.



Requisition Analysis [ 218 - ]

Req Plan | Position | Req Info 2 | Req Info 3 | Req Info 4 | Tasks | KSAO | Results | Applicant | Hire | Categories

Requisition ID 218      Posting Open Date 10/06/2003 ...

Status New      Posting End Date 11/14/2003 ...

Recruitment Type **Public**      This position may be filled by career service at a later date ☐

Recruiter Name [ ]

Recruiter Phone ( ) [ ]

Recruiter E-mail [ ]

Recruitment Plan [ ]

Choose one of these three recruitment types.

## Requisition Analysis

### Req Plan

**This position may convert to career service at a later date**

If the position is a schedule AL that may convert to a schedule B, check the box. This will ensure that a comment is placed on the job announcement to inform applicants that the position may become a permanent career service position.

### Recruiter Name

Enter the name of the individual conducting this recruitment.

### Recruiter Phone

Enter the phone number of the individual conducting this recruitment.

### Recruiter E-mail

Enter the e-mail address of the individual conducting this recruitment.

### Recruitment Plan

Enter recruitment information such as hiring manager names, titles, phone numbers, advertising plans, etc. Refer to the Business Practices for detailed information. Save the requisition.

Requisition Analysis [ 218 - ]

Req Plan | Position | Req Info 2 | Req Info 3 | Req Info 4 | Tasks | KSAD | Results | Applicant | Hire | Categories

Requisition ID 218      Posting Open Date 10/06/2003 ...

Status New      Posting End Date 11/14/2003 ...

Recruitment Type Public

This position may convert to career service at a later date ☐

Recruiter Name

Recruiter Phone ( ) -

Recruiter E-mail

Recruitment Plan

Check this box if the position is schedule AL and may convert to schedule B later on.

Enter Recruiter Name, Phone, E-mail, and Recruitment Plan information here.



## Requisition Analysis Position

### Position Tab

Click on the Position Tab.

### Approved Position

By clicking on the Approved Position button, you will be taken to the Search For Position window. Search for the applicable position by Position ID or job Title. Double click on the position to select (only active positions will pull up).

Requisition Analysis [ 219 - ]

Req Plan | **Position** | Req Info 2 | Req Info 3 | Req Info 4 | Tasks | KSAO | Results | Applicant | Hire | Categories

Agency:  
Authorized Job ID:  
Auth Job Title:  
Work Location

**Approved Position**

Underfill

Additional Position Recruitment

Position	Career Schedule	Actual Job Title
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Total 0

Search For Position

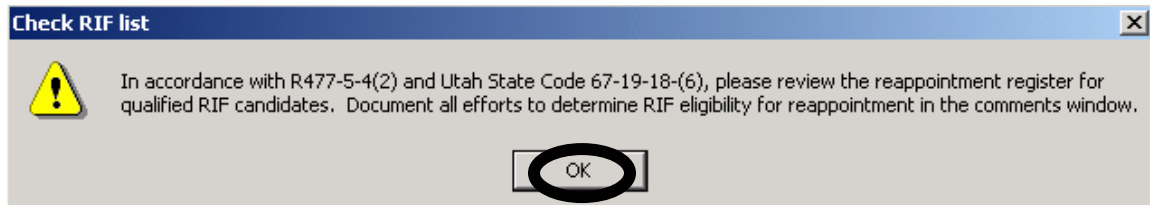
Search field: Pos ID Contains (case sensitive): B100 And/Or: And Search Add Delete

Pos Id	Pos Eff Dt	Job Title	Status Cd
B100	07/24/03	OFFICE CLERK II	Active

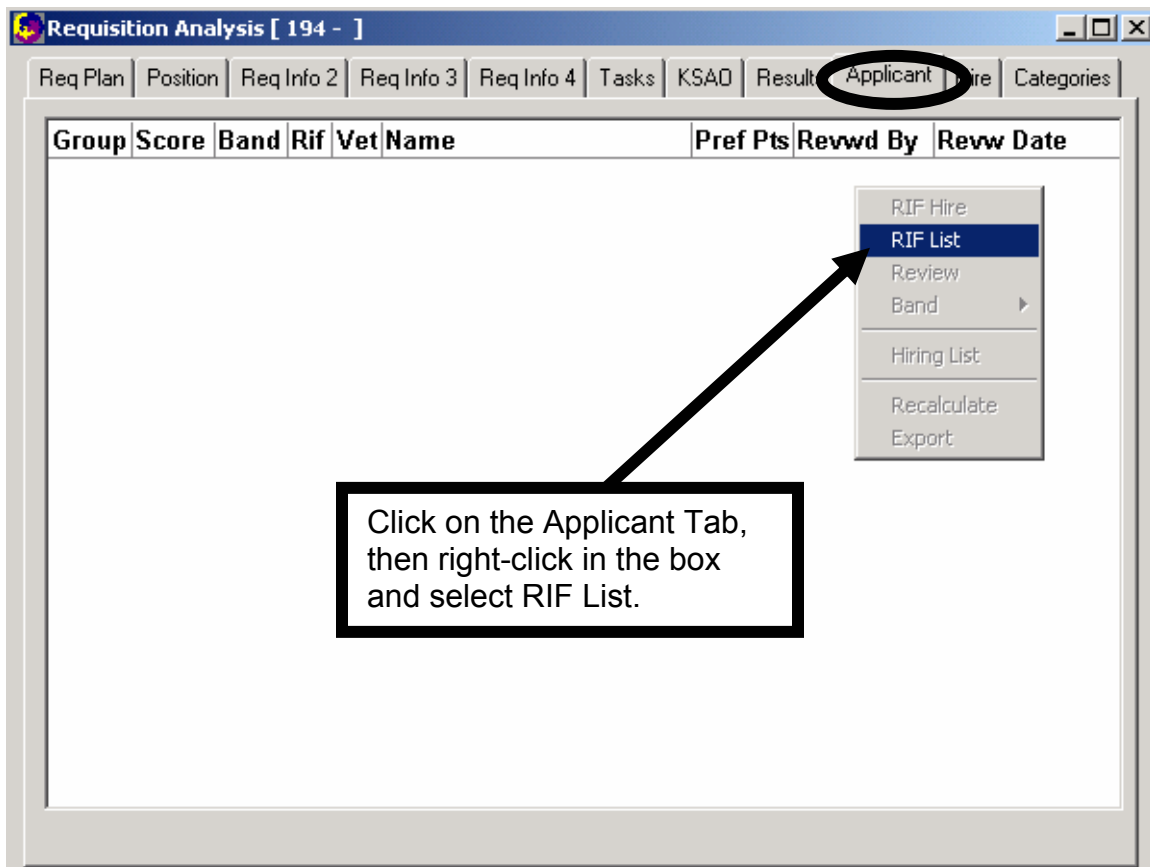
Highlight Position and double click here to select. Or Highlight Position and click on it once, then click Done.

## Requisition Analysis Position

After selecting the position you want, a message to check the Reappointment Register (RIF List) before proceeding will appear. Review the Reappointment Register for qualified RIFs before continuing. Click OK.



To check the Reappointment Register, go to the Applicant Tab and right-click in the box. Select RIF list and the Reappointment Register will open. Review the Reappointment Register for qualified RIFs. When finished, click Done.



## Requisition Analysis Position

The screenshot shows a window titled "Reappointment Register". At the top is a table with the following data:

EIN	RIF'd Employee	Last Schedule B Position	Max Step	D
103630	Witch, Wendy	Computer Programmer		
104459	Bear, Yogi	Budget & Accounting Supervisor	62	IV

Below the table are tabs for "Employee Info", "Experience", "Academics", and "Availability & Removal". The "Employee Info" tab is active, showing a form with the following fields:

- EIN: 103630
- Reappt Dt: 08/25/03
- Cancel Dt: 00/00/00
- E-Rif: ☐
- Last Name: Witch
- First Name: Wendy
- Last Schedule B Position: (empty field)
- Agency: (empty field)
- Max Step: (empty field)
- Dhrm Rep: (empty field)
- Dhrm Rep Phone: -

A callout box with a black border and white background contains the text: "Once the Reappointment Register has been reviewed, Click Done". An arrow points from this box to a "Done" button located at the bottom right of the form.

### Tasks, KSAOs, and Position Analysis information

Once the Reappointment Register is reviewed, clicking on Done will cause the Tasks, KSAOs, and other position analysis information such as work location to flow from the position analysis. This information flows into the Task and KSAO Tabs that will be discussed later in the manual.

To proceed with the requisition, go back to the Position tab and click on it.

### Work Location

This field automatically populates when the Approved Position is selected. It can be modified simply by clicking in that window and typing additional information or deleting necessary information.

## Requisition Analysis Position

### Additional Position Recruitment

Some recruitments have more than one vacancy that an agency is trying to fill. In that case, additional positions can be added to the requisition as long as the Job Title is the same. Add positions by right-clicking in the Additional Position Recruitment box and selecting Add. Search for applicable positions by Position ID or Position Title. Double click on the position and click Done.

The screenshot shows the 'Requisition Analysis [ 124 - CHEMIST/MICROBIOLOGIST III ]' window. The 'Position' tab is selected and circled. The window contains fields for Agency (560 Natural Resources), Authorized Job ID (35354), Auth Job Title (CHEMIST/MICROBIOLOGIST III), and Work Location (Cedar city). There are buttons for 'Approved Position' and 'Underfill'. Below these is the 'Additional Position Recruitment' section, which contains a table with one row: MB01, B - Competitive Career Service, CHEMIST/MICROBIOLOGIST III. To the right of the table are 'Add' and 'Delete' buttons. A callout box with an arrow pointing to the 'Add' button contains the text: 'Right-click in this window and select Add'. The bottom left shows 'Total 1'.

Position	Career Schedule	Actual Job Title
MB01	B - Competitive Career Service	CHEMIST/MICROBIOLOGIST III

Total 1

## Requisition Analysis Position

Search for positions by selecting a Search Field and entering applicable information in the Contains field, then clicking Search. Multiple fields can be searched on by clicking Add after each one, then clicking Search.

The screenshot shows the 'Additional Position Selection' window. It features a search section at the top with a 'Search field' dropdown (currently set to 'Position ID'), a 'Contains (case sensitive)' text input, an 'And/Or' dropdown, and buttons for 'Search', 'Add', and 'Delete'. Below this is a table titled 'Available Positions' with columns 'Pos Id' and 'Job Title'. One row is visible: 'MB02' and 'CHEMIST/MICROBIOLOGIST III'. At the bottom is a 'Selected Positions' section with the same column headers, which is currently empty. At the very bottom are 'Done' and 'Cancel' buttons. Three callout boxes provide instructions: the first points to the search fields; the second points to the 'Available Positions' table; the third points to the 'Done' button.

**Additional Position Selection**

Search field: Position ID    Contains (case sensitive):    And/Or:    Search    Add    Delete

**Available Positions**

Pos Id	Job Title
MB02	CHEMIST/MICROBIOLOGIST III

**Selected Positions**

Pos Id	Job Title
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Once you click on the Search Button, Available positions will show up in this window. Highlight and double-click on the applicable positions to bring them down to the Selected Positions Window.

Once additional positions have been entered, click Done to go back to Position Tab.

Done    Cancel

## Requisition Analysis Position

Requisition Analysis [ 124 - CHEMIST/MICROBIOLOGIST III ]

Req Plan Position Req Info 2 Req Info 3 Req Info 4 Tasks KSAO Results Applicant Hire Categories

Agency: 560 Natural Resources  
Authorized Job ID: 35354  
Auth Job Title: CHEMIST/MICROBIOLOGIST III  
Work Location  
Cedar city

Approved Position

Underfill

Additional Position Recruitment

Position	Career Schedule	Actual Job Title
MB01	B - Competitive Career Service	CHEMIST/MICROBIOLOGIST III
MB02	B - Competitive Career Service	CHEMIST/MICROBIOLOGIST II

This recruitment now has two positions available, MB01 and MB02.

Total 2

### How Do I Add an Underfill?

#### Underfill

If position is to be underfilled with a lower level job, click on the Underfill button to display the following fields:

**Available Underfills** – Any Job Titles that show up in this box are Underfills that the recruiter can choose from. If there isn't anything in this box, then filling the position as an underfill is not an option. Double click on any applicable underfill job titles to bring them into the Requisition Underfills box.

**Requisition Underfills** – Once all applicable Job Titles are brought into the Requisition Underfills box, select each Requisition underfill and type text into the Underfill Criteria Box.

**Underfill Criteria Box** – This box is used to explain any criteria regarding the job title(s) that are shown in the Requisition Underfills box. For example, a new hire might be underfilled at a Level II based on their working knowledge of the position. However, the incumbent may not have

## Requisition Analysis Position

state experience and expertise that allows them to work at a senior or lead level. Once the incumbent learns the job at a senior level, the underfill may be removed and the incumbent will be promoted into a level III.

Req Plan **Position** Req Info 2 Req Info 3 Req Info 4 Tasks KSAD Results Applicant Hire Categories

**Agency:** 505 Natural Resources  
**Authorized Job ID:** 35354  
**Auth Job Title:** CHEMIST/MICROBIOLOGIST III  
**Work Location**  
Cedar city

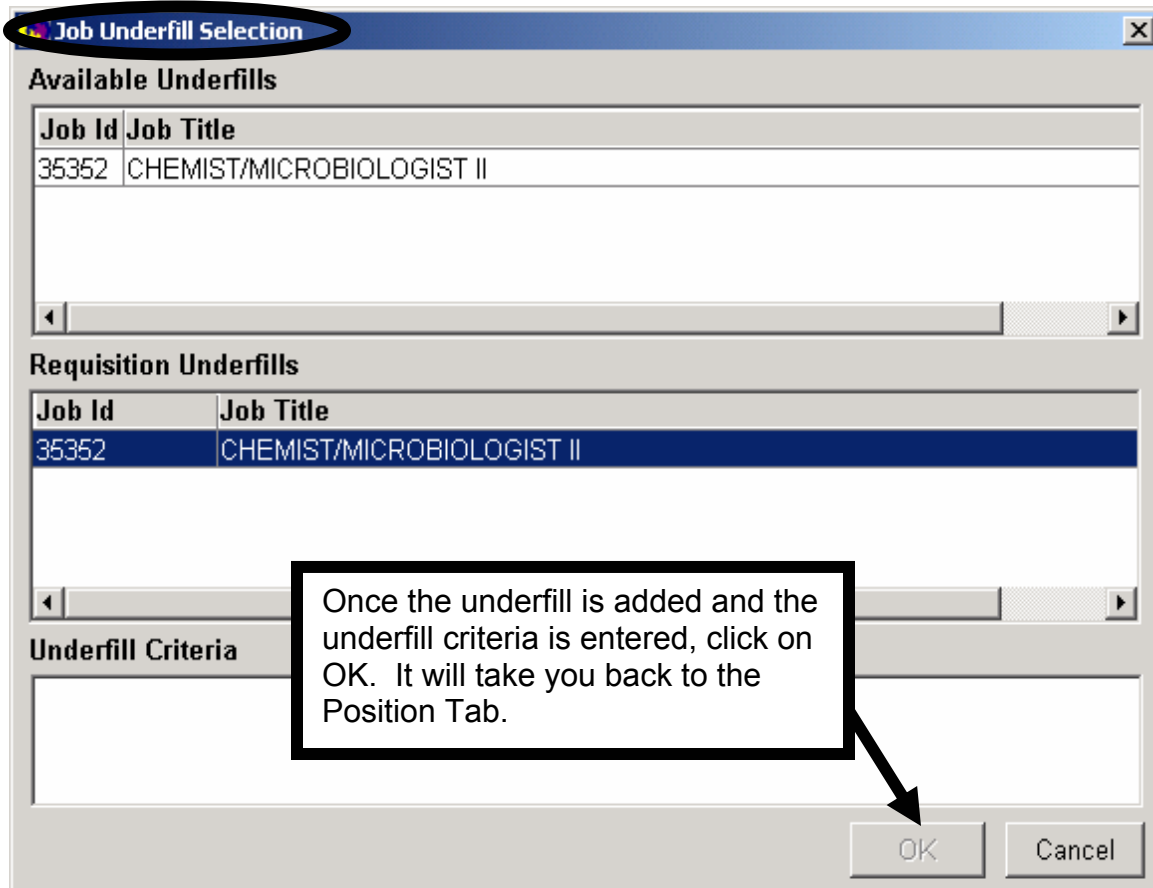
**Additional Position Recruitment**

Position	Career Schedule	Actual Job Title
MB01	B - Competitive Career Service	CHEMIST/MICROBIOLOGIST III

Total 1

Approved Position  
Underfill

## Requisition Analysis Position



The dialog box is titled "Job Underfill Selection" and contains three main sections: "Available Underfills", "Requisition Underfills", and "Underfill Criteria".

**Available Underfills**

Job Id	Job Title
35352	CHEMIST/MICROBIOLOGIST II

**Requisition Underfills**

Job Id	Job Title
35352	CHEMIST/MICROBIOLOGIST II

**Underfill Criteria**

Once the underfill is added and the underfill criteria is entered, click on OK. It will take you back to the Position Tab.

OK Cancel



## **Requisition Information Tab 2**

This tab contains Compensation Text, Benefits Eligible, Full/Part Time and Working Condition Information.

**Compensation Text** – This field automatically populates after the Approved Position is added to the requisition. This information can be modified.

**Benefits Eligible** – The user can include detailed benefit information regarding the open position.

**Full/Part Time** – This field indicates if the position will be filled with a full-time or part-time employee.

**Working Condition** – The working condition is automatically populated after the Approved Position is added to the requisition. Comments may be added.

## Requisition Analysis

### Req Info 3

#### Requisition Information Tab 3

This tab allows the user to add information regarding On Call or Travel requirements. The Approved Position added to the requisition determines if information can be added in these fields. If the field is white, information may be added, when gray, information cannot be added unless the position analysis is modified.

#### Requisition Analysis – On Call and Travel

The screenshot shows a software interface with a tabbed menu at the top. The tabs are: Req Plan, Position, Req Info 2, Req Info 3 (which is the active tab), Req Info 4, Tasks, KSAD, Results, Applicant, Hire, and Categories. Below the tabs, the main content area is divided into two sections. The first section is titled "On Call Comments" and contains a large, empty white rectangular text box. The second section is titled "Travel Required Comments" and contains a large, empty gray rectangular text box.

## Position Analysis

The information entered in the position analysis will determine if On Call/Standby and Travel Required information can be added to the requisition.

The screenshot shows a web-based form for Position Analysis. At the top, there are tabs: Position Info 1, Position Info 2, Position Info 3, Position Info 4, Task / KSA, and Other. The form contains several input fields and checkboxes. Two arrows point from a text box at the bottom to the 'On Call / Standby' and 'Travel Required' checkboxes.

Position ID		D131	Requested Effective Date		00/00/0000	
			Effective Date		07/21/2003	
Authorized Job		51622	BUILDING/GROUNDS SUPERVISOR II			
Actual Job						
Underfill		51622	BUILDING/GROUNDS SUPERVISOR II			
Reset						
Working Title		SUPERVISOR				
Agency		100 - Dept Administration Svc				
Division		DFCM				
Low Org		1111	Dist	0001	County	Salt Lake
Work Location		Capital				
Position Schedule		B - Competitive Career Service		Shift	Day Shift	
<input type="checkbox"/> Required Response Time		<input checked="" type="checkbox"/> On Call / Standby		<input type="checkbox"/> Travel Required		

The Position Analysis must have these boxes checked before the user can add comments in the requisition.

## Requisition Analysis

### Req Info 4

#### Requisition Information Tab 4

This tab shows the owner of the requisition and the date the requisition was created. The user may enter comments to document the recruitment process.

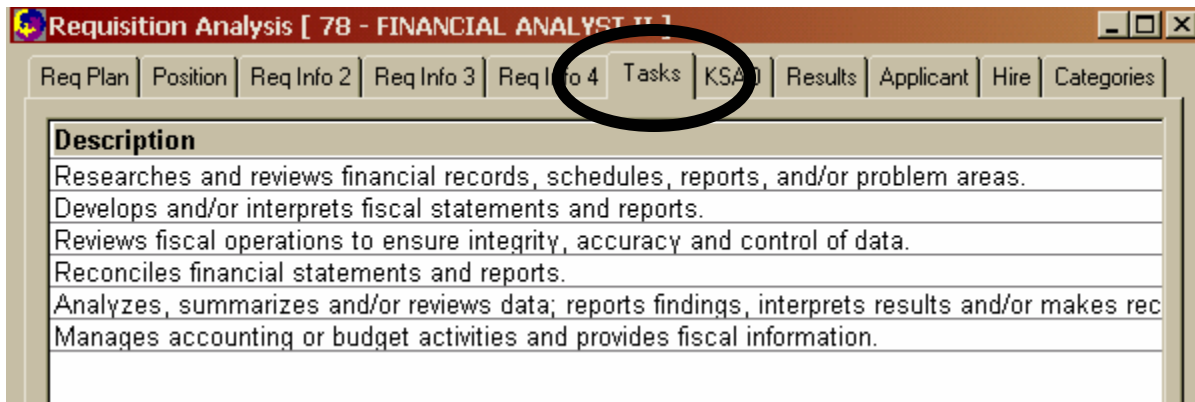
The screenshot shows a web application interface with a horizontal tab bar at the top. The tabs are labeled: 'Req Plan', 'Position', 'Req Info 2', 'Req Info 3', 'Req Info 4', 'Tasks', 'KSAD', 'Results', 'Applicant', 'Hire', and 'Categories'. The 'Req Info 4' tab is selected and highlighted with a black circle. Below the tabs, the main content area has a light gray background. It displays 'Owner PEECR' on the left and 'Date 08/18/03' on the right. Below these, there is a section titled 'Comments' in bold. Underneath the title is a large, empty text box with a dotted border. The text 'Position can be filled before the closing date.' is visible at the top of this text box, suggesting it might be a placeholder or a partially entered comment.

The information in this Comments box is not on the job description and will not be sent to the web site for applicants to view.

## DRAFT - Requisition Analysis Tasks

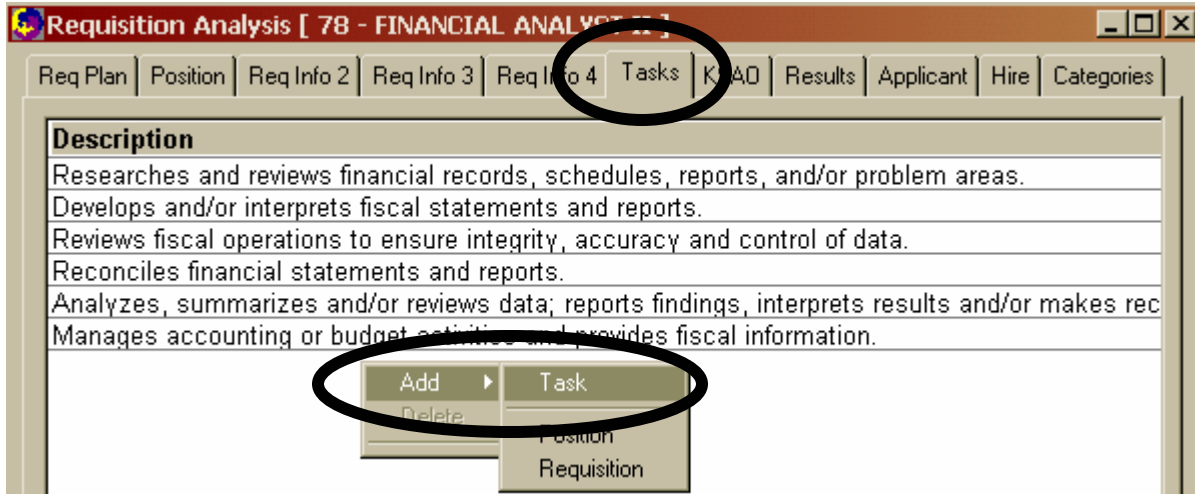
### How do I Review Tasks?

Tasks flow from the approved position analysis to the requisition analysis. To review the tasks, click on the Tasks tab. All the tasks in the Tasks tab appear in the job announcement on the web.



### How Do I Add Individual Tasks?

Start in the Tasks tab. Next, right click and choose Add and then Task. This brings up the Select Task search window.



## Requisition Analysis Tasks

Enter search criteria and click on Search. Double click the desired task to add it to the Description field. Click Done to add selected tasks to the requisition analysis.

**Select Task**

Search field: Description Contains (case sensitive): payroll And/Or: Search Add Delete

Task Description	Description
Reviews data regarding taxes, payroll, material assets, net worth, capital stock, surplus, income, expenditures and liabilities.	Reviews data regarding taxes, payroll, material assets, net worth, capital stock, surplus, income, expenditures and liabilities.
Reviews contractors' payroll transmittals and related data.	
Reviews and audits payroll edit reports; identifies errors and discrepancies.	
Distributes payroll checks and related data.	
Processes payroll actions in a state agency.	

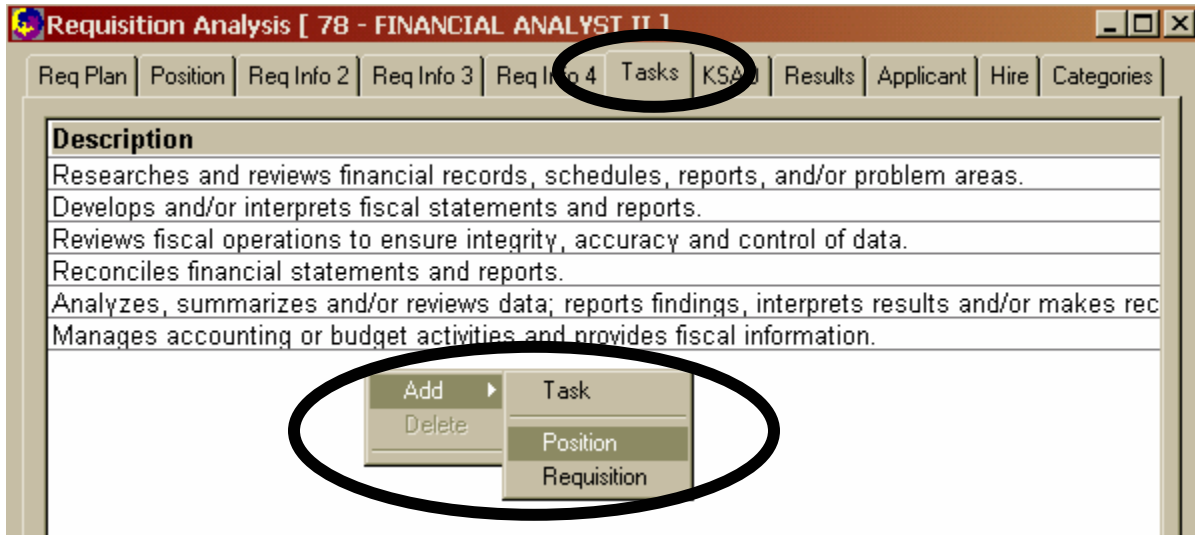
Task Description: Reviews data regarding taxes, payroll, material assets, net worth, capital stock, surplus, income, expenditures and liabilities.

Done Cancel

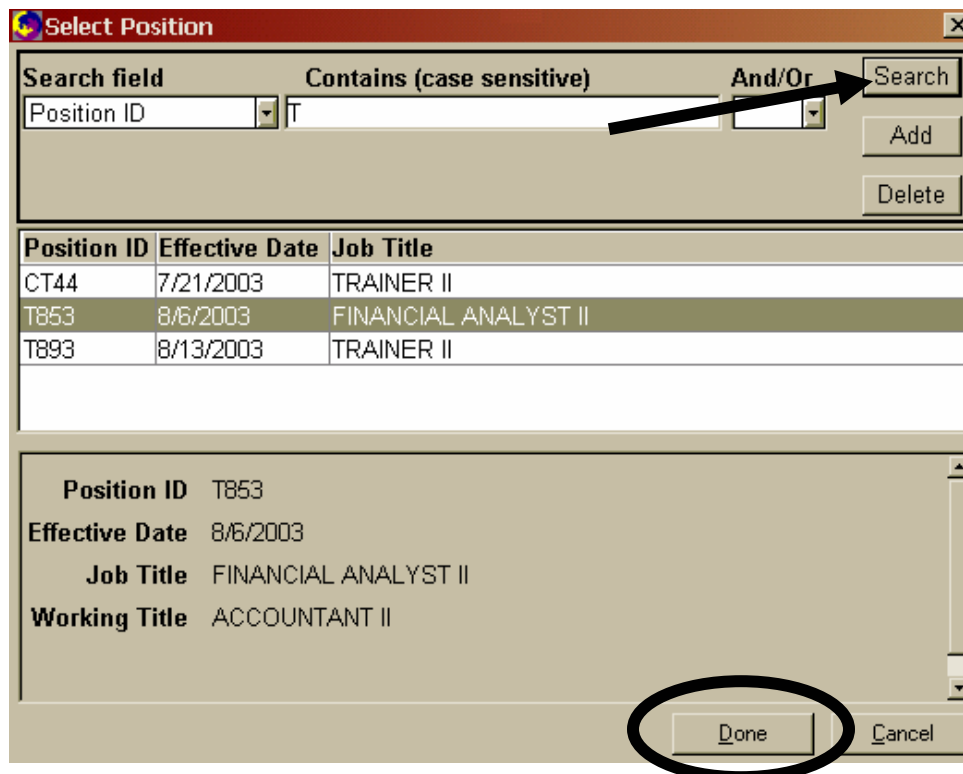
## DRAFT - Requisition Analysis Tasks

### How Do I Add Tasks Associated with a Position or Requisition?

Start in the Tasks tab. Next, right click and choose Add and then Position or Requisition. This will bring up the Select Position or Select Requisition search window.



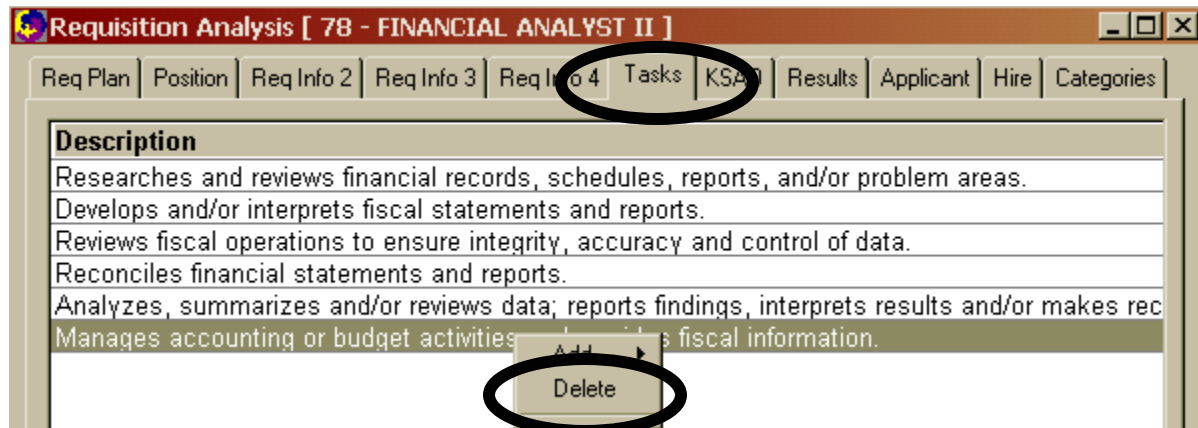
Since the position and requisition searches work the same, only the position search is discussed in this manual. Enter search criteria and click on Search. Highlight the desired position and then click on Done. This adds all Tasks from this position to the requisition analysis.



## Requisition Analysis Tasks

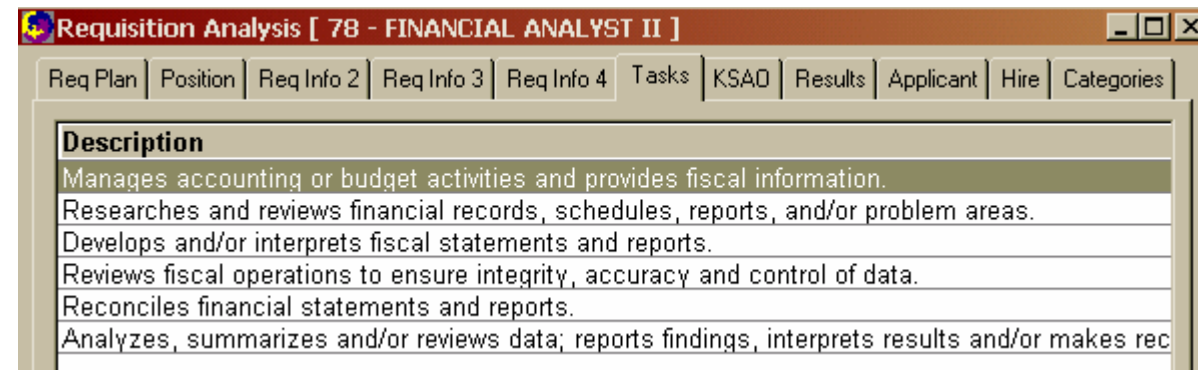
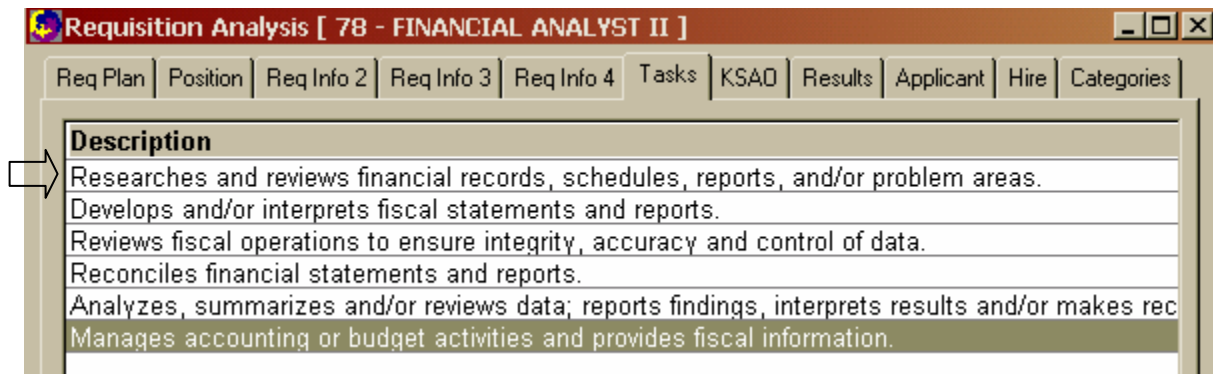
### How Do I Delete Tasks?

Start in the Tasks tab. Select a task and right click. Choose Delete.



### How Do I Reorder Tasks?

Start in the Tasks tab. Select a task you want to move. Click on it and drag it to the desired location.

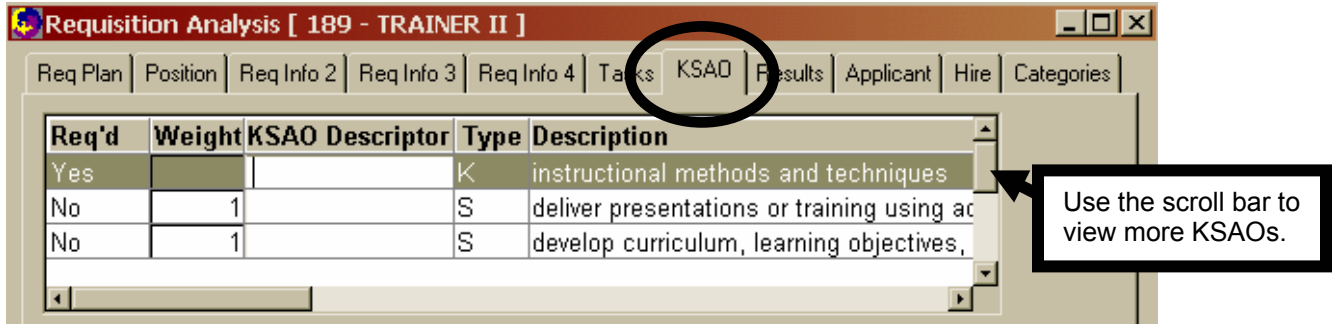




## Requisition Analysis KSAO

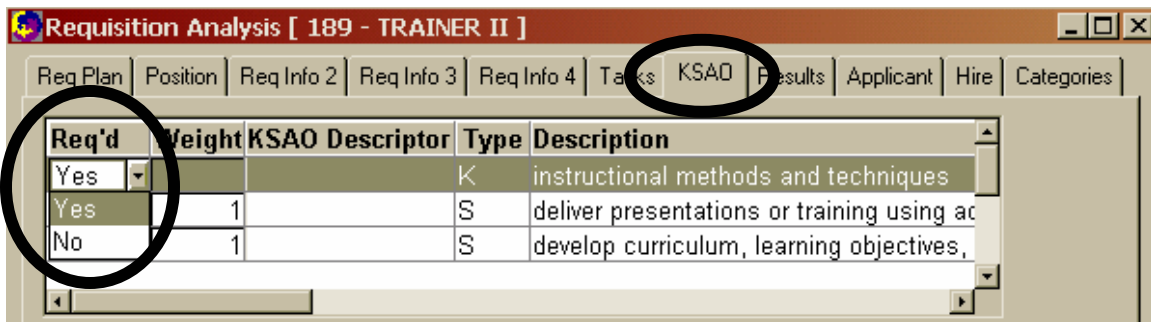
### KSAOs (Knowledges, Skills, Abilities, Other Qualifications)

Click on the KSAO tab to view the KSAOs for the position. The KSAOs and their designation as required or desired flow from the approved position analysis to the requisition analysis.



### Req'd

The KSAO required or desired designation can be changed by clicking in the corresponding Req'd box and choosing either Yes or No from the dropdown. If a KSAO is required, an applicant must possess this KSAO to be qualified for the position.



## Requisition Analysis

### KSAO

#### Weight

To assign a weight to a desired KSAO's, put the cursor in the corresponding Weight field and type the desired number. The higher the number, the more important the KSAO is. Required KSAOs will be assigned a weight one point higher than the highest weighted desired KSAO.

**Example:** If the highest weighted desired KSAO is five, then the required KSAOs will automatically be weighted as six. (This happens behind the scenes. You will not see the 6 in the KSAO tab.) This weight will be multiplied by the level rating later. Please see **Levels** for more information.

The screenshot shows the 'Requisition Analysis [ 189 - TRAINER II ]' window with the 'KSAO' tab selected. The table has columns: Req'd, Weight, KSAO Descriptor, Type, and Description. The first row is highlighted with a black circle around the 'Weight' field.

Req'd	Weight	KSAO Descriptor	Type	Description
Yes			K	instructional methods and techniques
No	5		S	deliver presentations or training using ac
No	3		S	develop curriculum, learning objectives,

#### KSAO Descriptor

The KSAO Descriptor helps identify the KSAO on reports. Type a short description of the selected KSAO.

The screenshot shows the 'Requisition Analysis [ 189 - TRAINER II ]' window with the 'KSAO' tab selected. The table has columns: Req'd, Weight, KSAO Descriptor, Type, and Description. The second row is highlighted with a black circle around the 'KSAO Descriptor' field.

Req'd	Weight	KSAO Descriptor	Type	Description
Yes			K	instructional methods and techniques
No	5	Training Exp.	S	deliver presentations or training using ac
No	3		S	develop curriculum, learning objectives,

#### Type

The Type field shows whether the KSAO is a knowledge, skill, ability, or other qualification. Licenses show as "L" and certificates show as "C".

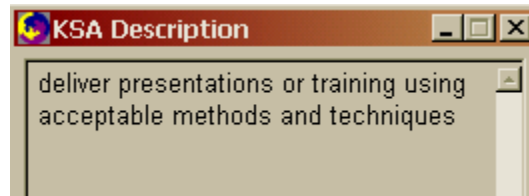
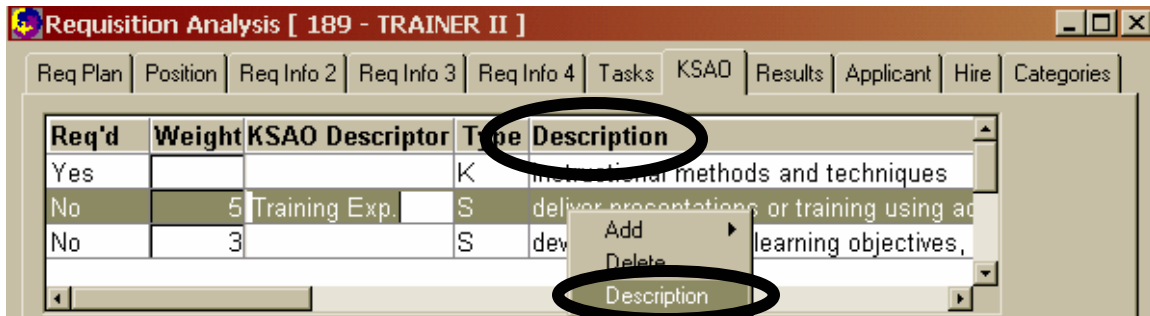
The screenshot shows the 'Requisition Analysis [ 189 - TRAINER II ]' window with the 'KSAO' tab selected. The table has columns: Req'd, Weight, KSAO Descriptor, Type, and Description. The second row is highlighted with a black circle around the 'Type' field.

Req'd	Weight	KSAO Descriptor	Type	Description
Yes			K	instructional methods and techniques
No	5	Training Exp.	S	deliver presentations or training using ac
No	3		S	develop curriculum, learning objectives,

# Requisition Analysis KSAO

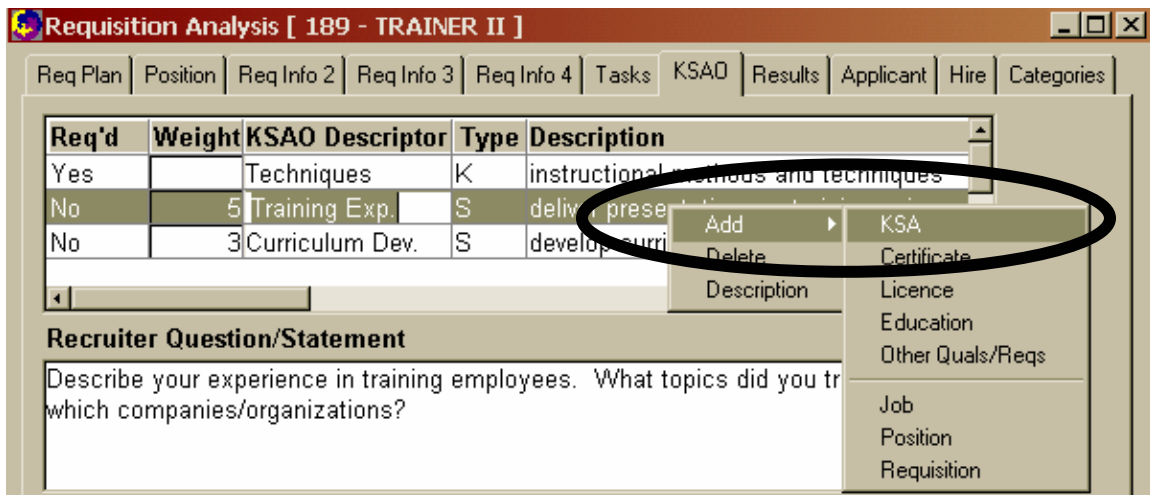
## Description

This is the description of the KSAO from the position analysis. To view the entire description use the scroll bar or right click and choose Description. This will open a small window with the whole KSA Description visible.



## How Do I Add an Individual KSAO?

In the KSAO tab, right click on the list of KSAOs. Choose Add. This will provide a variety of choices. Choose KSA. This will bring up the Select KSA search window.



## Requisition Analysis KSAO

Enter search criteria and click on Search. KSAs matching the criteria appear in the Short Title field on the left. Select a KSAO to view its full description in the lower part of the window. To add the KSA, double click on it to move it to the Short Title field on the right. KSAs added to the Short Title field can be added to the requisition analysis by clicking Done.

**Select KSA**

Search field: Title Contains (case sensitive): payroll And/Or: Search Add Delete

**Short Title**

- payroll
- computer, payroll systems, software

Double click the choice on the left, to add it to the list on the right. KSAs on the right will be added to the requisition when you click on Done.

☒ K ☐ S/A

**Description**

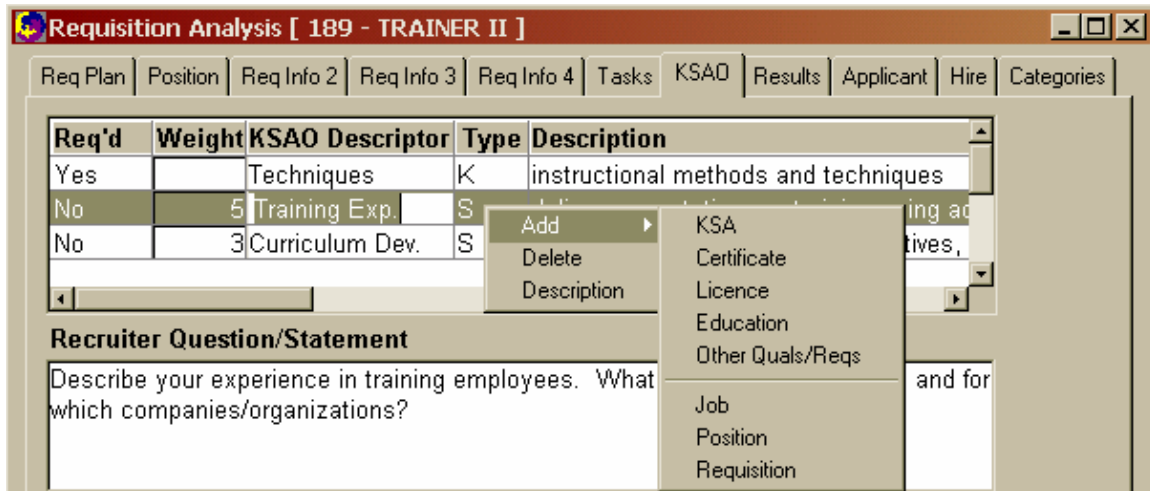
payroll processes and procedures

Done Cancel

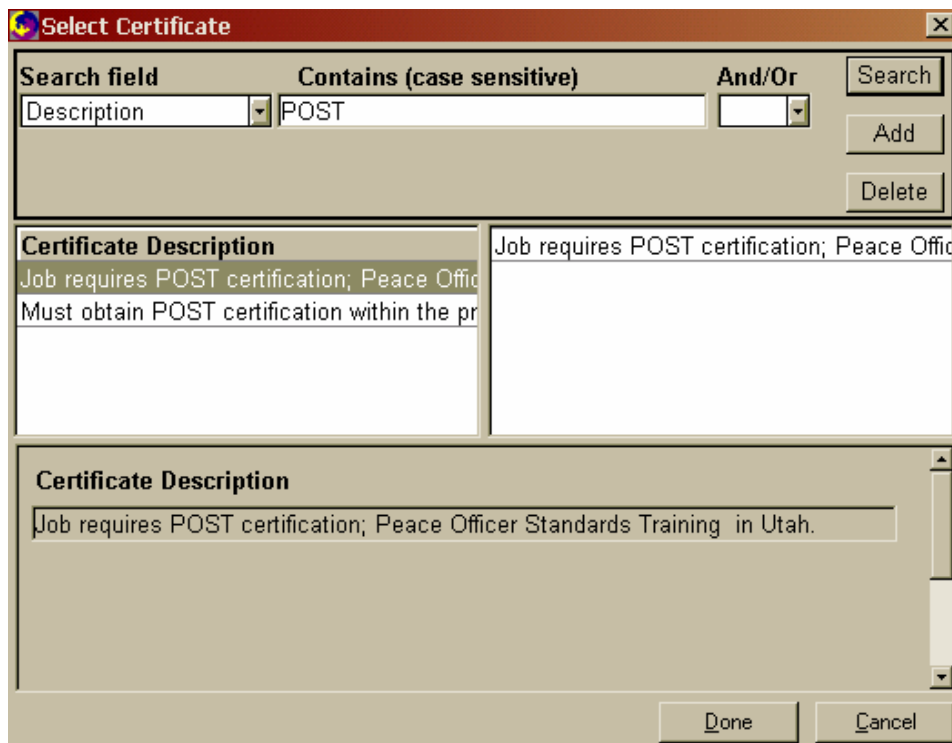
## Requisition Analysis KSAO

### How Do I Add a Certificate, License, Education, or Other Quals/Reqs?

Right click anywhere in the list of KSAOs. Select Add and the type of qualification to add to the requisition. The appropriate search window will appear. Since each search window works the same, only the addition of a Certificate will be demonstrated.



In the search window, enter the search criteria and click on Search. Items matching the search criteria will appear in the left Description box. Select the desired item and double click it. It will move to the box on the right. To view the full description of an item, select it and view the description in the lower portion of the search window. All selections in the box on the right will be added to the requisition once you click Done.

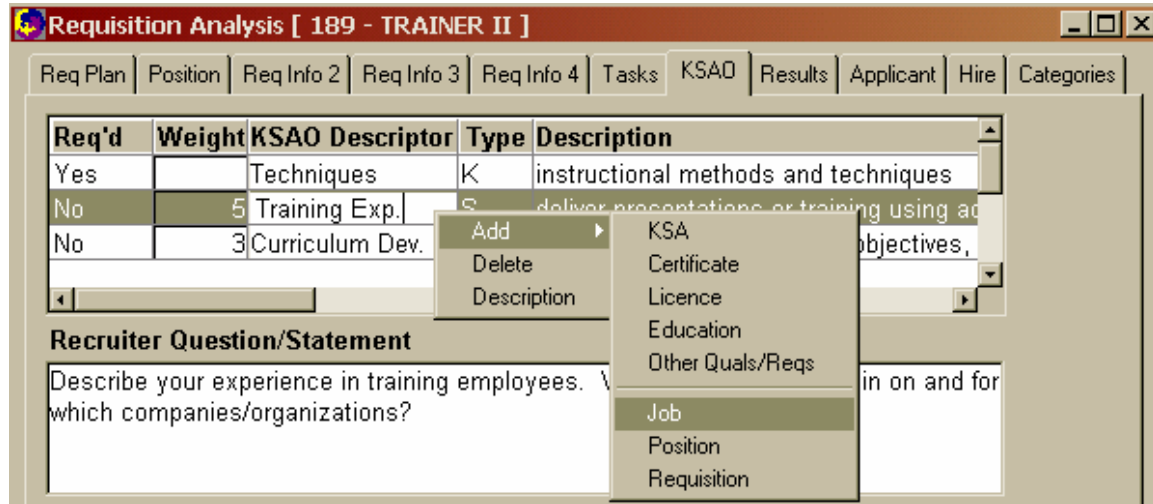


## Requisition Analysis

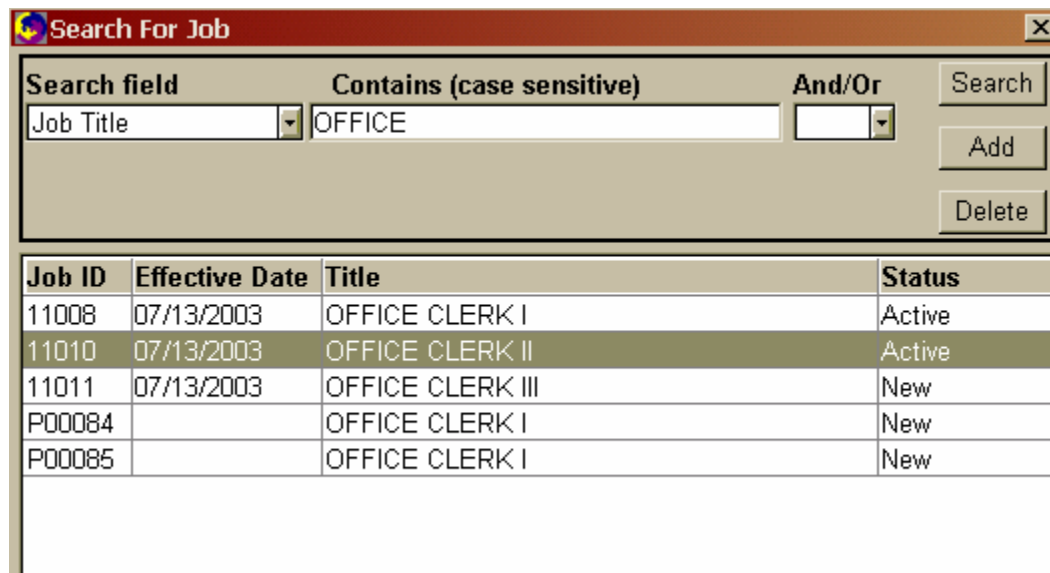
### KSAO

#### How Do I Add KSAO's From Another Job?

Right click anywhere in the list of KSAOs. Select Add and then Job. The Search For Job window will appear.



Enter the search criteria and click on Search. A list of jobs meeting the criteria will appear. Double click on the job that has the KSAOs to be added to the requisition.

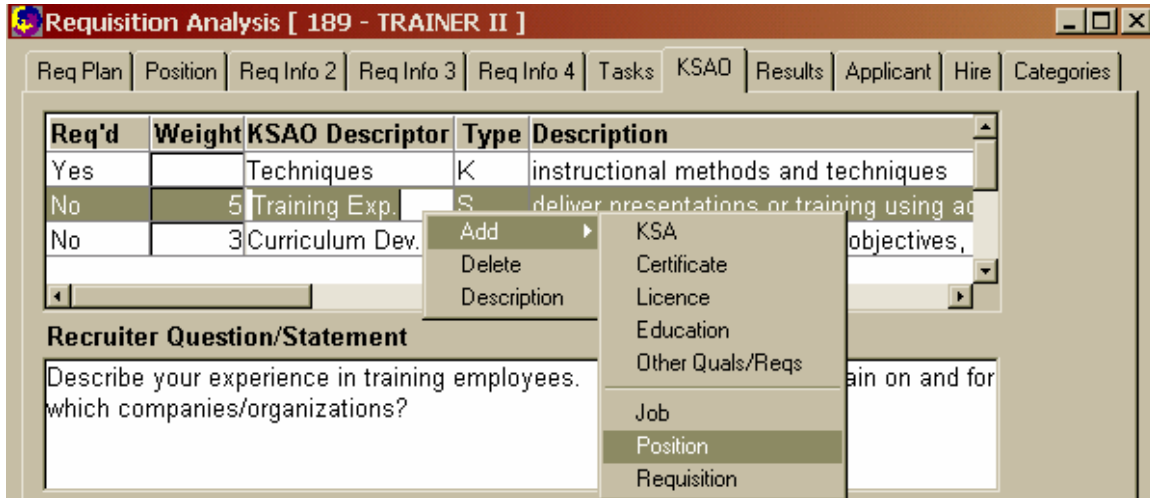


Use UJM Job Analysis to preview the KSAOs that will be copied to the requisition.

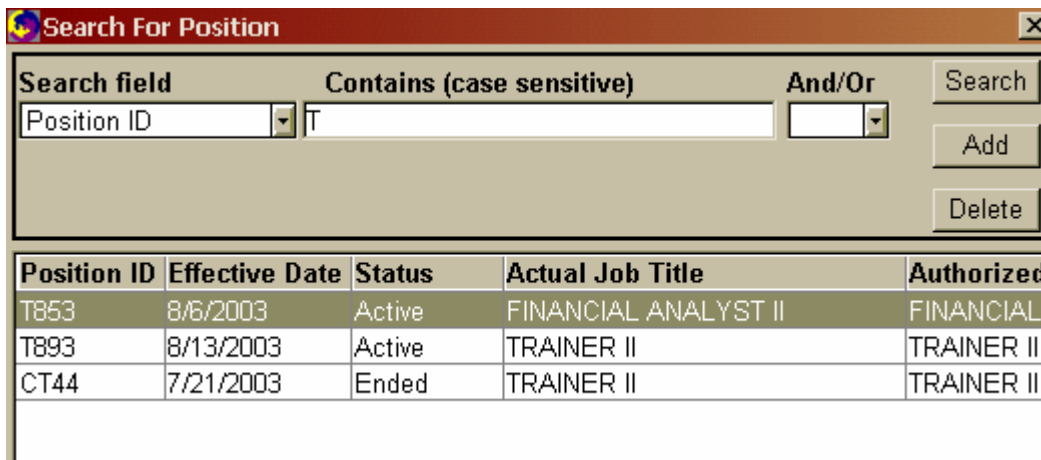
## Requisition Analysis KSAO

### How Do I Add KSAOs from Another Position?

Right click anywhere in the list of KSAOs. Select Add and then Position. The Search For Position window will appear.



Enter the search criteria and click Search. A list of positions meeting the criteria will appear. Double click on the position that contains the KSAOs to be added to the requisition.



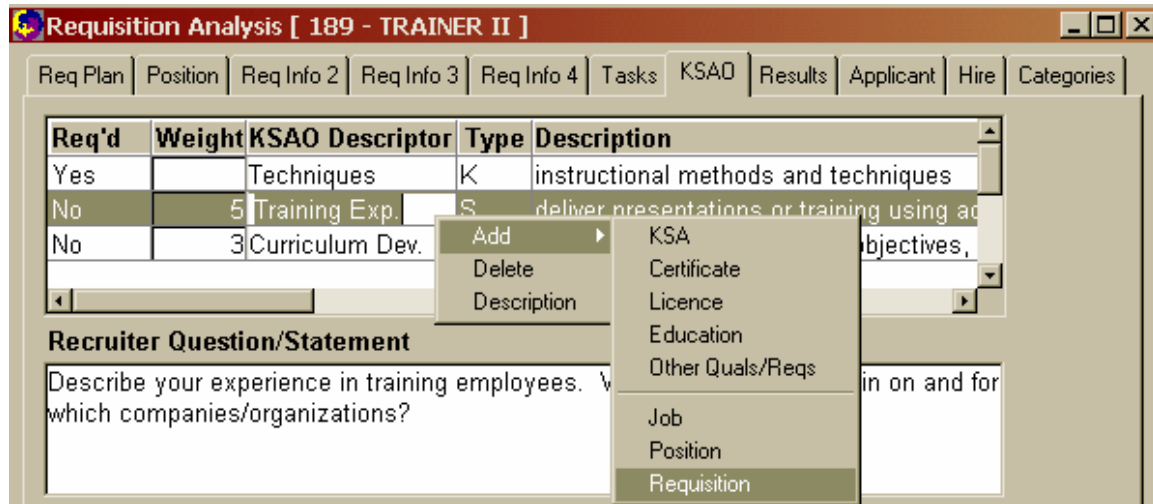
Use UJM Position Analysis to preview the KSAOs that will be copied to the requisition.

## Requisition Analysis

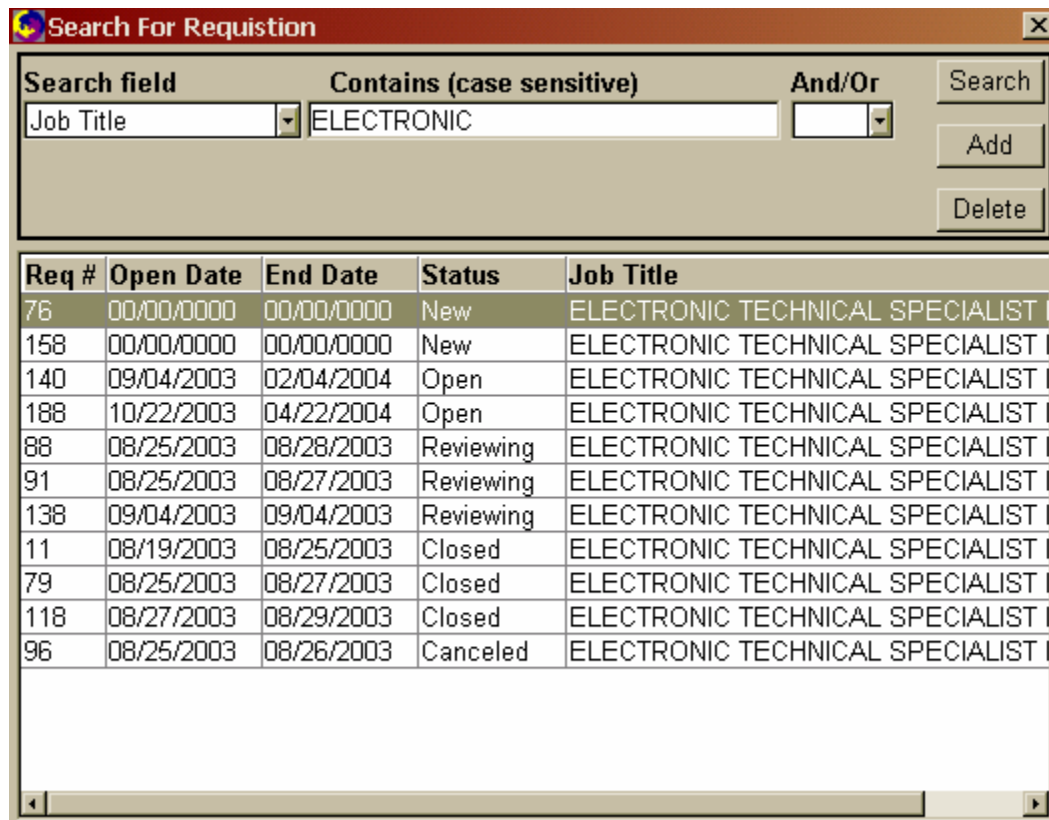
### KSAO

#### How Do I Add KSAOs from Another Requisition?

Right click anywhere in the list of KSAOs. Select Add and then Requisition. The Search For Requisition window will appear.



Enter the search criteria and click on Search. A list of requisitions meeting the criteria will appear. Double click on the requisition that contains the KSAOs to be added to the requisition.

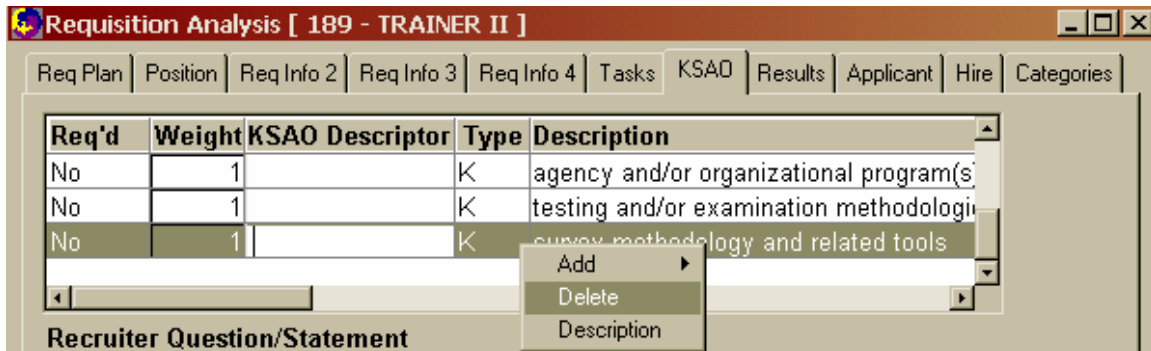




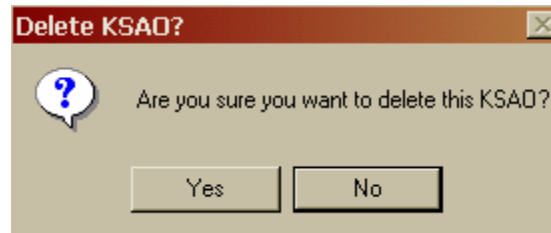
## Requisition Analysis KSAO

### How Do I Delete a KSAO?

Select the KSAO to be deleted. Right click on it and choose Delete.



A prompt will appear to ask you if you really want to delete the KSAO.



Click Yes and the KSAO will be deleted.

## Requisition Analysis

### KSAO

#### How Do I Create a Recruiter Question/Statement?

First select a KSAO. Next, type a related question or statement in the Recruiter Question/Statement box. If you want this question or statement to be part of the online application, check the Question on the Web box.

Req'd	Weight	KSAO Descriptor	Type	Description
Yes		Techniques	K	instructional methods and techniques
No	5	Training Exp.	S	deliver presentations or training using ad
No	3	Curriculum Dev.	S	develop curriculum, learning objectives,

**Recruiter Question/Statement**

Describe your experience in training employees. What topics did you train on and for which companies/organizations?

Levels ☒ Question On Web ☐ Level On Web ☐ Spt Doc On Web

Continue to select KSAOs until each KSAO listed has a Recruiter Question or Statement.

You have many options for questions or statements.

#### EXAMPLE(S):

##### **Yes or no question:**

Do you have a CDL license?

Can you lift 50 lbs.?

Do you have a license in social work?

Do you have a Bachelors degree in Education?

##### **Describe your experience or education:**

Describe your level of experience in web programming.

Describe your level of education.

Describe your level of work experience in interpreting and applying employment laws.

How many years have you been working in criminal justice administration?

##### **List programs or equipment you know or are able to use:**

Please list the office equipment you are able to use.

## Requisition Analysis KSAO

Please list the employment laws you are familiar with.  
Please list the programming languages you have used.

If you are going to use acronyms in questions or statements, use periods or spaces between letters such as H.R.I.S or H R I S. This will allow reader software, used by visually impaired users, to read the acronym.

### How Do Applicants Submit a Resume?

You may request a resume from applicants in two different ways. Either way, you must begin in the KSAO tab.

### Requesting a Resume – Attached to a KSAO

Select a KSAO you want the resume to be attached to.

**Example:** Perhaps you want to evaluate the applicant's skill in testing methodology by reviewing their resume. First, select the correct KSAO. Next, enter a recruiter statement requesting that the applicant either type or cut and paste a resume in the supporting documentation box. Make sure the Spt Doc On Web box is checked so a text box for the resume will be provided on the web. Also add a Level to rate the skill based on the attached resume.

**Requisition Analysis [ 189 - TRAINER II ]**

Req Plan | Position | Req Info 2 | Req Info 3 | Req Info 4 | Tasks | **KSAO** | Results | Applicant | Hire | Categories

Req'd	Weight	KSAO Descriptor	Type	Description
No	1		S	communicate information and ideas clear
No	1		K	agency and/or organizational program(s)
No	1		K	testing and/or examination methodology

**Recruiter Question/Statement**  
Please type or cut and paste your resume below.

Levels      Question On Web ☒    Level On Web ☐    **Spt Doc On Web ☒**

Rating	Type	Level
5	P	SENIOR LEVEL
3	P	WORKING LEVEL
1	P	ENTRY LEVEL
0	P	NONE

Additional Preferences  
Pre

## Requisition Analysis KSAO

### Requesting a Resume – Not Attached to a KSAO

If you want to evaluate more than one skill with the applicant's resume, you may also have the applicant provide a resume that is not attached to an individual KSAO. First, add a KSA called resume. Search for a KSA called resume and add it to the requisition. (See **How Do I Add an Individual KSAO?** for more information.) This will add a blank KSAO to the list. Select the blank KSAO and add the KSAO Descriptor "Resume". Next, enter a recruiter statement requesting that the applicant type or cut and paste a resume in the supporting documentation box. Make sure the Spt Doc On Web box is checked so a text box for the resume will be provided on the web.

Req'd	Weight	KSAO Descriptor	Type	Description
No	1		K	agency and/or organizational program(s)
No	1		K	testing and/or examination methodology
No	1	Resume	S	

**Recruiter Question/Statement**

Please type or cut and paste your resume below.

Levels      Question On Web ☒    Level On Web ☐    Spt Doc On Web ☒

Rating	Type	Level
5	P	SENIOR LEVEL
3	P	WORKING LEVEL
1	P	ENTRY LEVEL
0	P	NONE

Additional Preferences  
Pre

## Requisition Analysis KSAO

### Levels

Levels must be added in order to rate the applicant on the selected KSAO. First, select a KSAO with a question. Then right click in the Levels box and choose Select Group. This will bring up the Select Level Group search window. Select levels appropriate to the selected question/statement.

**Requisition Analysis [ 189 - TRAINER II ]**

Req Plan | Position | Req Info 2 | Req Info 3 | Req Info 4 | Tasks | **KSAO** | Results | Applicant | Hire | Categories

Req'd	Weight	KSAO Descriptor	Type	Description
Yes		Techniques	K	instructional methods and techniques
No	5	Training Exp.	S	deliver presentations or training using ad
No	3	Curriculum Dev.	S	develop curriculum, learning objectives,

**Recruiter Question/Statement**

Describe your experience in training employees. What topics did you train on and for which companies/organizations?

**Levels**      Question On Web ☒    Level On Web ☐    Spt Doc On Web ☐

Rating	Type	Level
--------	------	-------

Select Group  
Delete Group

Additional Preferences  
...

## Requisition Analysis

### KSAO

Selecting a group under Public Group Name will display the levels and ratings for that group. Selecting a level will display the definition of that level at the bottom of the window. When the group of desired levels is found, select it and click OK.

**Select Level Group**

**Public Group Name**

- EXPERIENCE/KNOWLEDGE LEVEL
- EXPERIENCE/KNOWLEDGE LEVEL-SUPERVISORY
- IT LEVELS

Rating	Level
5	SENIOR LEVEL
3	WORKING LEVEL
1	ENTRY LEVEL
0	NONE

Requires specialized knowledge and a high skill level, with demonstrated work experience, in performing a variety of specialized and/or complex tasks.

Here is a description of the selected level, SENIOR LEVEL. Click each level to see its definition.

OK Cancel

Continue to select KSAOs and use this process until each KSAO has a level.

Below are examples of how levels can be used with questions.

**EXAMPLE(S):**

**Do you have a CDL license?**

**Rating Level:** Yes/No

**Describe your level of experience in web programming.**

**Rating Level:** None/Beginner/Intermediate/Advanced

**Describe your level of education.**

**Rating Level:** None/High School or GED/Bachelors/Masters/PhD

**Describe your level of work experience in interpreting and applying employment laws.**

**Rating Level:** None/Entry/Working/Senior

**How many years have you been working in criminal justice administration?**

**Rating Level:** No experience/Less than 6 months experience/6-11 months experience/12-23 months experience/24 or more months experience

You can ask the applicant to rate herself/himself or you can use the levels to rate the applicant behind the scenes. In addition to targeted questions and applicant rating, you can also ask the applicant to supply supporting documentation demonstrating his/her knowledge, skill, or ability and/or supporting his/her self-rating. You can also ask the applicant to submit a resume if you prefer to evaluate and rate the applicant's qualifications based on a resume rather than application questions. See **How do Applicants Submit a Resume?**.

**How Do I Add New Level Groups?**

Email UJM Support to request a group of levels to be added. Find UJM Support in GroupWise or enter [UJM\\_Support@utah.gov](mailto:UJM_Support@utah.gov). Provide the desired levels, corresponding ratings, and a name for the level group. The system administrator will contact you when it is complete.

## Requisition Analysis KSAO

### What is a Rating?

The level's rating is the number of points the system will use to multiply by the weight of the KSAO. The result of the multiplication is the number of points the applicant receives for that item.

**Example:** The highlighted KSAO in the graphic below (with the descriptor "Training Exp.") has a weight of 5. Let's say an applicant's level of skill in this area is SENIOR LEVEL which had a rating of 5. The system will multiply the Weight by the Rating and give the applicant 25 points ( $5 \times 5 = 25$ ) for this KSAO.

Requisition Analysis [ 189 - TRAINER II ]

Req Plan | Position | Req Info 2 | Req Info 3 | Req Info 4 | Tasks | **KSAO** | Results | Applicant | Hire | Categories

Req'd	Weight	KSAO Descriptor	Type	Description
Yes		Techniques	K	instructional methods and techniques
No	5	Training Exp.	S	deliver presentations or training using ad
No	3	Curriculum Dev.	S	develop curriculum, learning objectives,

Recruiter Question/Statement

Describe your experience in training employees. What topics did you train on and for which companies/organizations?

Levels

Rating	Type	Level
5	P	SENIOR LEVEL
3	P	WORKING LEVEL
1	P	ENTRY LEVEL
0	P	NONE

Additional Preferences

...



## Requisition Analysis KSAO

### What is Level on the Web?

If you would like the applicant to rate themselves on this KSAO, make sure the Level On Web box is checked. If the Level on the Web box is checked, a level group must be added.

**Requisition Analysis [ 189 - TRAINER II ]**

Req Plan | Position | Req Info 2 | Req Info 3 | Req Info 4 | Tasks | **KSAO** | Results | Applicant | Hire | Categories

Req'd	Weight	KSAO Descriptor	Type	Description
Yes		Techniques	K	instructional methods and techniques
No	5	Training Exp.	S	deliver presentations or training using ad
No	3	Curriculum Dev.	S	develop curriculum, learning objectives,

**Recruiter Question/Statement**

Describe your experience in training employees. What topics did you train on and for which companies/organizations?

Levels      Question On Web ☒      **Level On Web ☒**      Spt Doc On Web ☐

Rating	Type	Level
5	P	SENIOR LEVEL
3	P	WORKING LEVEL
1	P	ENTRY LEVEL
0	P	NONE

Additional Preferences  
...

## Requisition Analysis

### KSAO

#### What is Spt Doc On Web?

This stands for Supporting Documentation on the Web. Check this box if a text box on the web application is necessary so applicants can supply you with information.

**Requisition Analysis [ 189 - TRAINER II ]**

Req Plan | Position | Req Info 2 | Req Info 3 | Req Info 4 | Tasks | **KSAO** | Results | Applicant | Hire | Categories

Req'd	Weight	KSAO Descriptor	Type	Description
Yes		Techniques	K	instructional methods and techniques
No	5	Training Exp.	S	deliver presentations or training using ad
No	3	Curriculum Dev.	S	develop curriculum, learning objectives,

**Recruiter Question/Statement**

Describe your experience in training employees. What topics did you train on and for which companies/organizations?

**Levels**      **Question On Web** ☒   **Level On Web** ☐   **Spt Doc On Web** ☒

Rating	Type	Level
5	P	SENIOR LEVEL
3	P	WORKING LEVEL
1	P	ENTRY LEVEL
0	P	NONE

Additional Preferences  
...

## How Do I Add Additional Preferences?

To add Additional Preferences, click on the Additional Preferences button.

Req'd	Weight	KSAO Descriptor	Type	Description
Yes		Techniques	K	instructional methods and techniques
No	5	Training Exp.	S	deliver presentations or training using ad
No	3	Curriculum Dev.	S	develop curriculum, learning objectives,

**Recruiter Question/Statement**

Describe your experience in training employees. What topics did you train on and for which companies/organizations?

**Levels**      Question On Web ☒    Level On Web ☒    Spt Doc On Web ☒

Rating	Type	Level
5	P	SENIOR LEVEL
3	P	WORKING LEVEL
1	P	ENTRY LEVEL
0	P	NONE

Additional Preferences  
...

The following message will appear if no preferences have been added:

**New Preferences?**

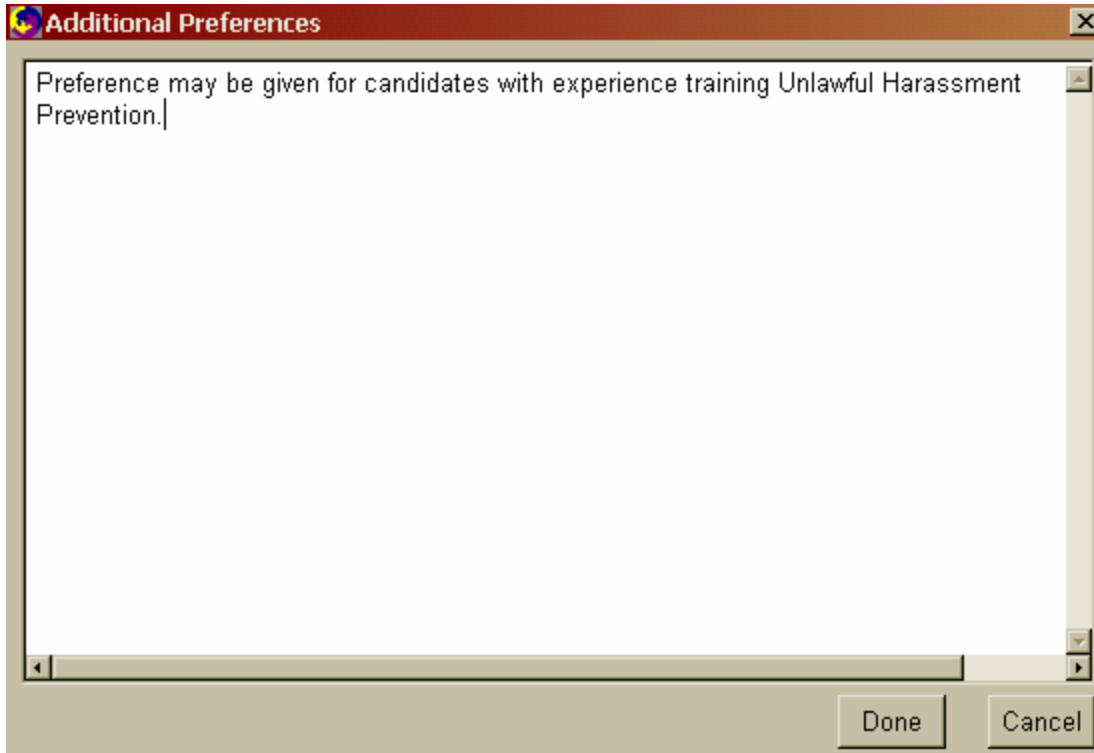
There currently are no additional preferences for this requisition. Would you like to add additional preferences?

Yes    No

## Requisition Analysis

### KSAO

If you want to add additional preferences, click Yes. Clicking Yes, takes you to the Additional Preferences window. Type the additional preferences. When finished, click Done. This will flow to the job announcement posted on the web. If no additional preferences are necessary, click No to return to the KSAO tab.

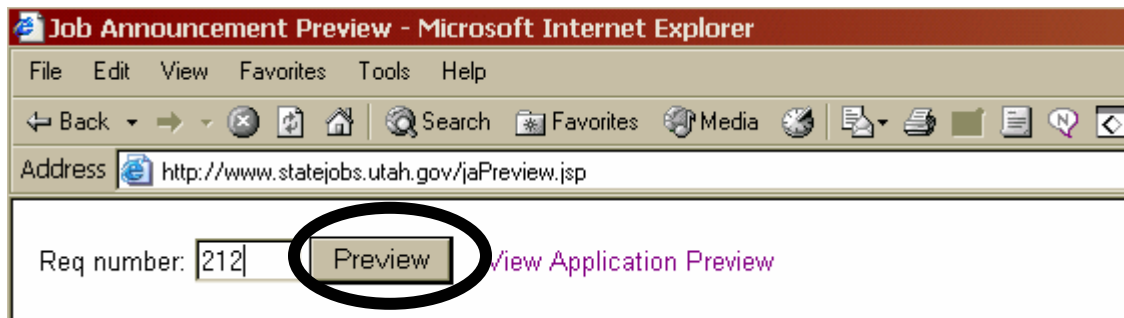


The image shows a screenshot of a software window titled "Additional Preferences". The window has a standard Windows-style title bar with a close button (X) in the top right corner. The main area of the window is a large text box containing the text: "Preference may be given for candidates with experience training Unlawful Harassment Prevention." The text is left-aligned and ends with a cursor. At the bottom right of the window, there are two buttons: "Done" and "Cancel". The window has a scroll bar on the right side, indicating that the text box can be scrolled.

### How Do I Preview the Online Job Announcement?

Recruiters and hiring managers can preview online job announcements by going to [www.statejobs.utah.gov/jaPreview.jsp](http://www.statejobs.utah.gov/jaPreview.jsp).

Enter the requisition number and click on Preview.



The following page is an example of an online job announcement.

# Requisition Analysis

## Online Previews

### Sample Online Job Announcement:

#### Job Announcement

##### TRAINER II

**Salary Range** Step 45 (\$ 15.37) to Step 60 (\$ 23.09)

**Number of openings** 1

**Application Period** 10/31/2003 - 11/4/2003

**Agency** Dept Administrative Srvc

**Location** State Office Bldg. Salt Lake City

**Benefits** Yes.

**Part/Full Time** Full Time

#### Job characteristics

This is a working level job where incumbents will provide training for a division/bureau, agency program, or function by delivering training, facilitating group processes, identifying individual and organizational training needs, or designing and implementing learning objectives and curriculum. Incumbents may participate in managing a center for hunter education, managing public shooting ranges and surrounding wildlife conservation areas, developing and implementing training lesson plans, policies, and procedures; monitoring contracts and managing center records, providing reports, and accounting for money. May also participate in coordinating long-term career development for an "Engineer-In-Training" through the coordination of work assignments.

#### Tasks

Delivers presentations, stand up training, or instruction to staff, management, clients, or the general public. Designs and/or prepares training/instructional materials, teaching aids and devices. Maintains and/or creates files or record keeping systems. Sorts, labels, files and retrieves documents, or other materials. Acts as a resource to provide information or determine the most effective way of meeting the needs of management, staff, clients or customers. Conducts training needs assessments and recommends training programs.

#### Job Requirements

Knowledge of or Skills/Ability to instructional methods and techniques; deliver presentations or training using acceptable methods and techniques; develop curriculum, learning objectives, and/or course materials.

**Additional Preference** Preference may be given for candidates with experience training Unlawful Harassment Prevention.

**Physical Requirements** 1

**Working Conditions** Office Setting

**On-call**

**Travel**

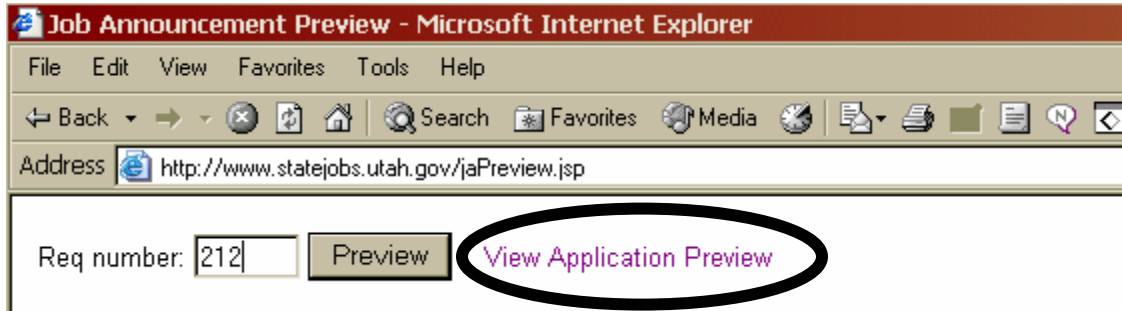
**Safety Sensitive** [ None ]

**Probationary Period** 12 months

**Contact** King Arthur  
(801) 999-9999  
kinga@camelot.com

## Requisition Analysis Online Previews

Also, preview the online application by clicking on the View Application Preview link.



### How Do I Preview an Online Application?

Recruiters and hiring managers can preview online applications by going to [www.statejobs.utah.gov/jaPreview.jsp](http://www.statejobs.utah.gov/jaPreview.jsp).

Enter the requisition number and click on Preview.



The following page is an example of an online application.

## Requisition Analysis Online Previews

### Sample Online Application:

#### TRAINER II

Salary Range Step 45 (\$ 15.37) to Step 60 (\$ 23.09)

Opens: 10/28/2003 Closes: 10/31/2003

#### Recruiter:

King Arthur  
(801) 999-9999  
kinga@camelot.com

Please respond to the following statements or questions using the options provided. You are also encouraged to provide additional supporting documentation, when requested, in the space provided.

#### Describe techniques used to train adults. What is your level of experience?

24 to 35 months of experience

Supporting Documentation - type or "cut and paste" your response.

I have used adult training techniques method is my favorite. Ring a bell and they do whatever you want.

This is the Recruiter Question/Statement.

#### Describe your experience in training employees. What topics did you train on and for which companies/organizations?

WORKING LEVEL

Supporting Documentation - type or "cut and paste" your response.

I trained Unlawful H... systems, and Workplace Violence P... organizations including leavemealone.com, Lawsuits R Us, and, the Self-Help Company.

The drop downs contain the recruiter's chosen levels.

#### What types of curriculum have you developed? Give an example of learning objectives for one of your curriculums below.

Supporting Documentation - type or "cut and paste" your response.

#### Please type or cut and paste your response.

Supporting Documentation - type or "cut and paste" your response.

Mickey Mouse  
1 Main Street  
Magic Kingdom, CA 99512

These are text boxes created by checking the Spt Doc on Web.



## Requisition Analysis Online Previews

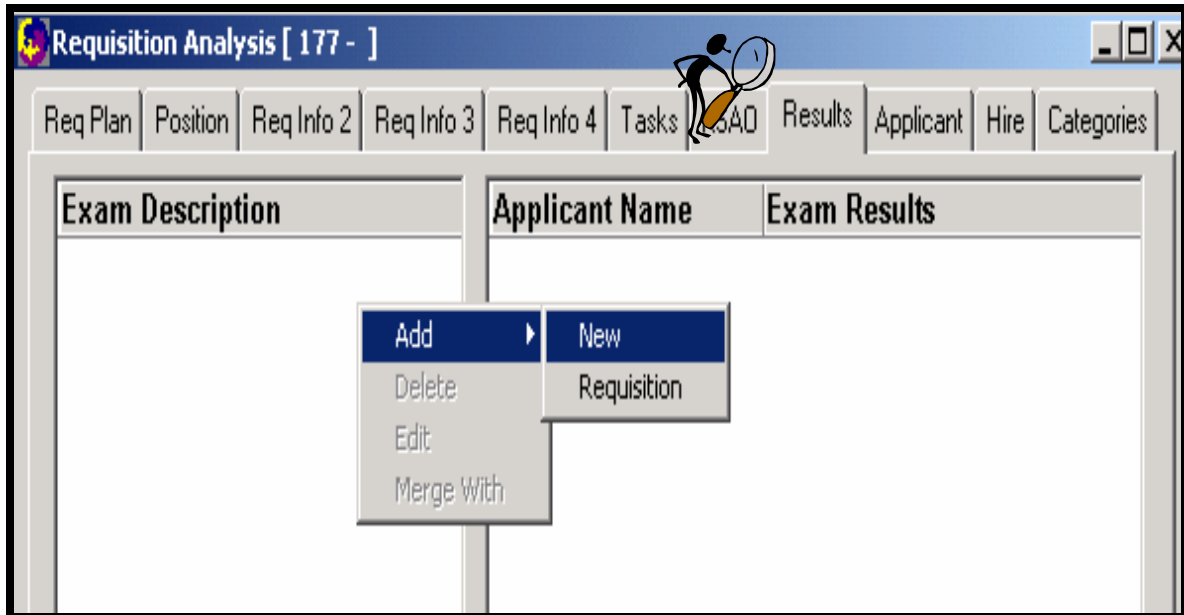
Also, preview the online job announcement by clicking on the View Job Announcement Preview link.



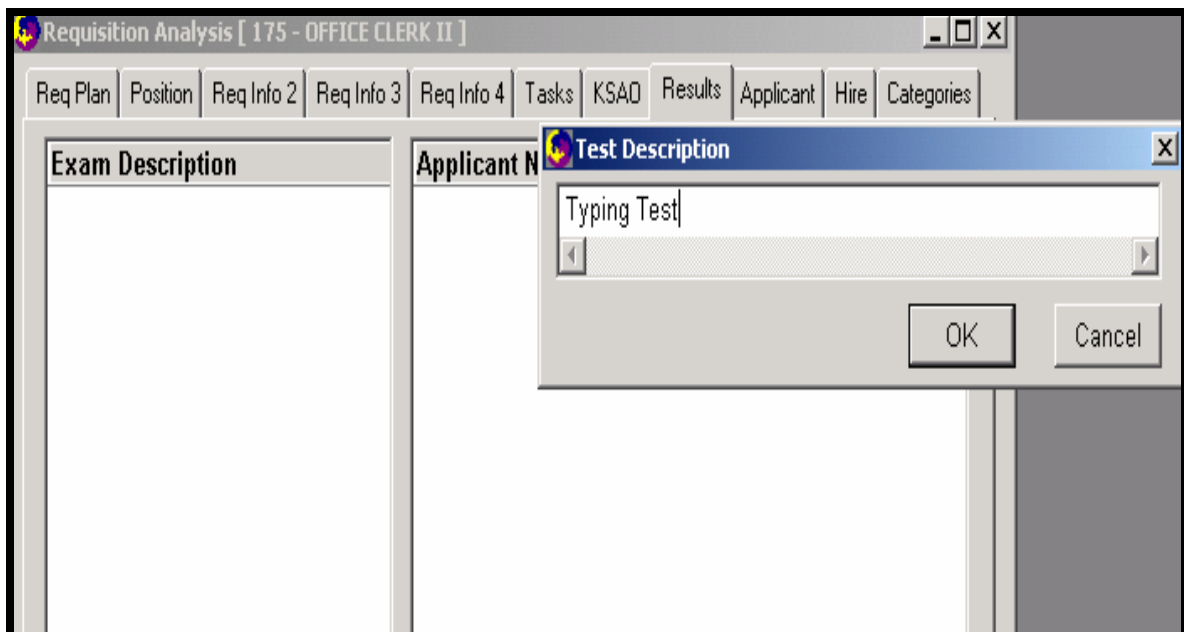
## Requisition Analysis Results

### How Do I Add Results From An Exam?

To add exam results to the requisition analysis click on the Results Tab. Right click on the Exam Description area and select Add and New.



Type in the Exam Description and click OK.



## Requisition Analysis Results

The title will populate under the Exam Description.

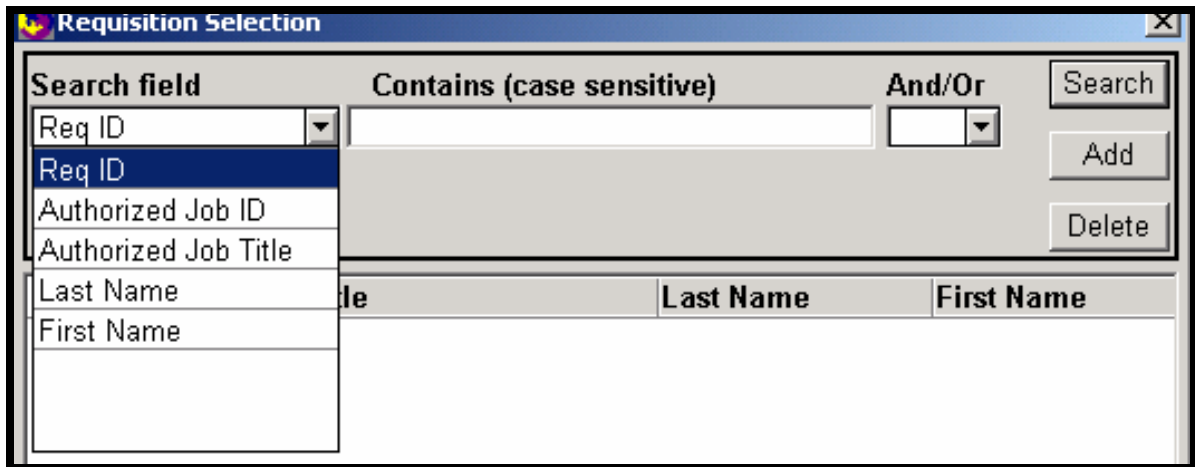
The screenshot shows a software window titled "Requisition Analysis [ 175 - OFFICE CLERK II ]". It has a tabbed interface with tabs for "Req Plan", "Position", "Req Info 2", "Req Info 3", "Req Info 4", "Tasks", "KSAD", "Results", "Applicant", "Hire", and "Categories". The "Results" tab is active. The main area is divided into three columns: "Exam Description", "Applicant Name", and "Exam Results". The "Exam Description" column contains a single entry, "Typing Test", which is highlighted in blue.

An exam may also be added from an existing requisition. To add an existing exam to the current requisition analysis click on the Results Tab. Right click on the Exam Description area and select Add and Requisition.

This screenshot shows the same software window as the previous one, but with a context menu open over the "Exam Description" column. The menu has four options: "Add", "Delete", "Edit", and "Merge With". The "Add" option is selected, and a sub-menu is displayed to its right. This sub-menu contains two options: "New" and "Requisition", with "Requisition" being the selected option.

## Requisition Analysis Results

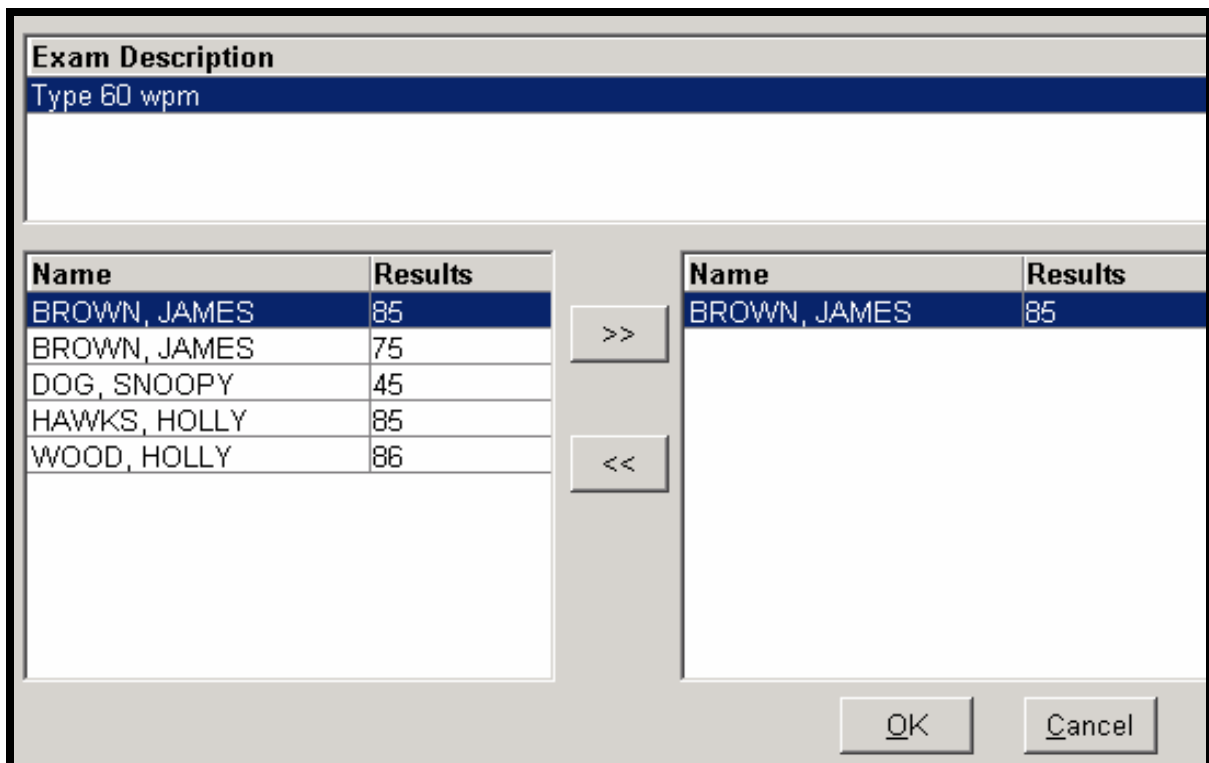
To add an existing exam, search by Requisition ID, Authorized Job ID, Authorized Job Title, Last Name or First Name. Click Search and double click on the criteria to bring up the Exam Description box.



The Requisition Selection dialog box contains a search interface. It has a 'Search field' dropdown menu with options: 'Req ID', 'Authorized Job ID', 'Authorized Job Title', 'Last Name', and 'First Name'. The 'Req ID' option is currently selected. To the right of the dropdown is a text input field labeled 'Contains (case sensitive)'. Further right is an 'And/Or' dropdown menu. To the right of these fields are three buttons: 'Search', 'Add', and 'Delete'. Below the search fields is a table with columns 'Last Name' and 'First Name'.

Last Name	First Name
-----------	------------

Copy individuals from the existing requisition to the new requisition by selecting the name and clicking the right arrow or double clicking on the name. Click OK. To remove individuals from the requisition, select the name and click the left-arrow key or double click on the name. Click OK.

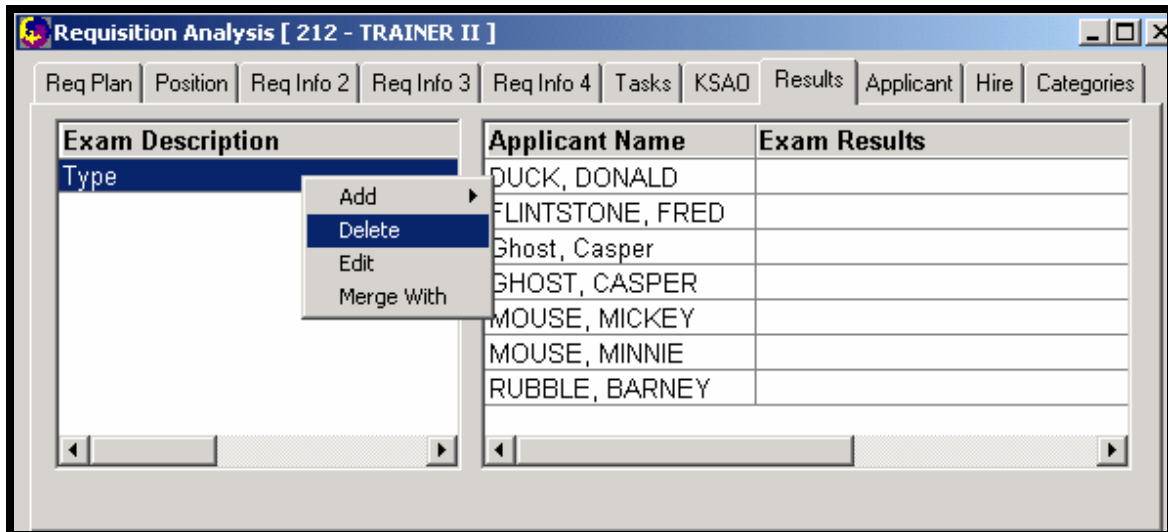


The Exam Description dialog box shows a description 'Type 60 wpm' at the top. Below this is a table with two columns: 'Name' and 'Results'. The table contains five rows of data. To the right of the table are two buttons: '>>' and '<<'. At the bottom right are 'OK' and 'Cancel' buttons.

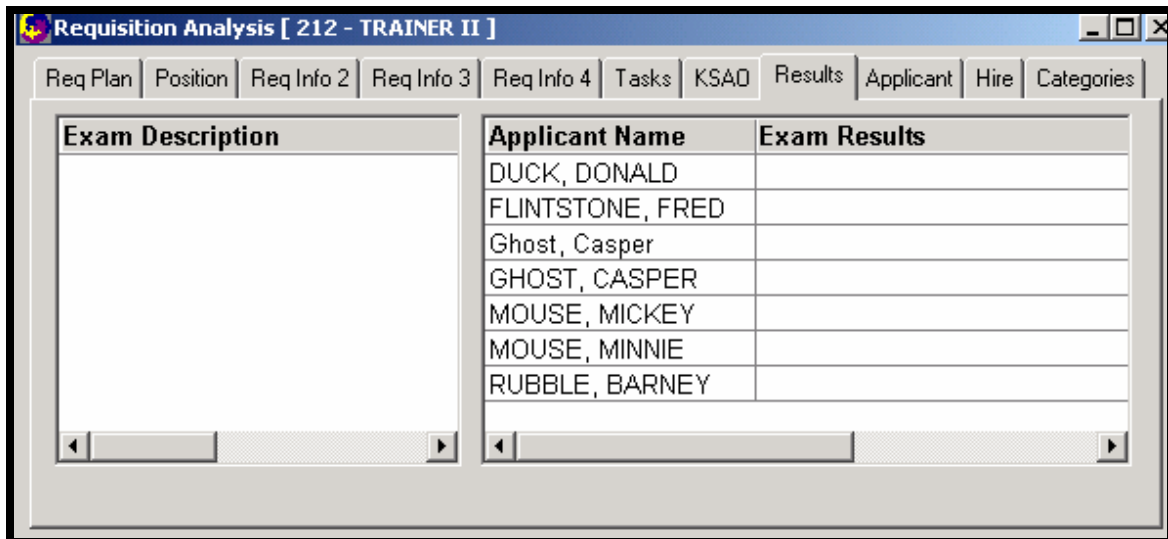
Name	Results
BROWN, JAMES	85
BROWN, JAMES	75
DOG, SNOOPY	45
HAWKS, HOLLY	85
WOOD, HOLLY	86

## Requisition Analysis Results

To delete the Exam Description, highlight the Exam Description and right click on it. Click Delete. Applicants added to the Results tab cannot be deleted.

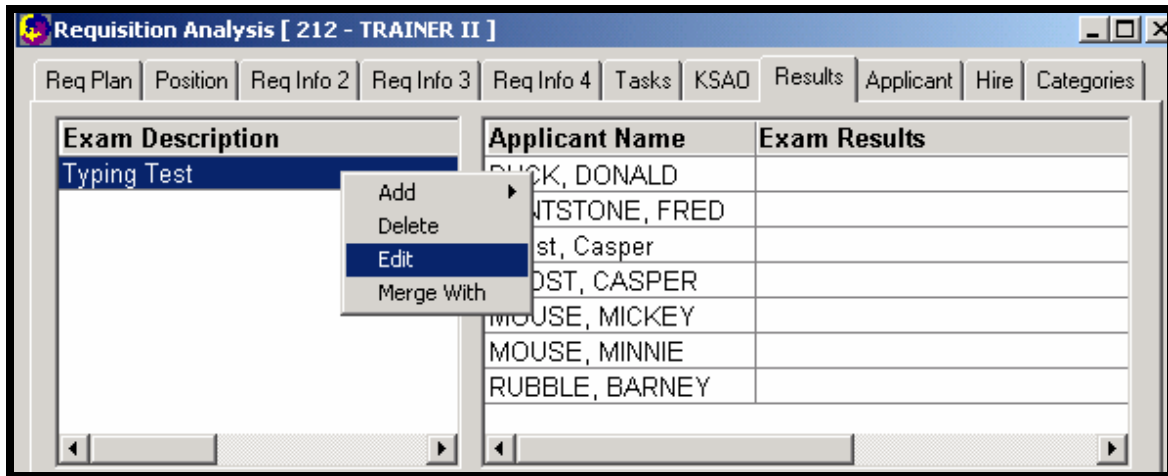


Deleted Exam Description

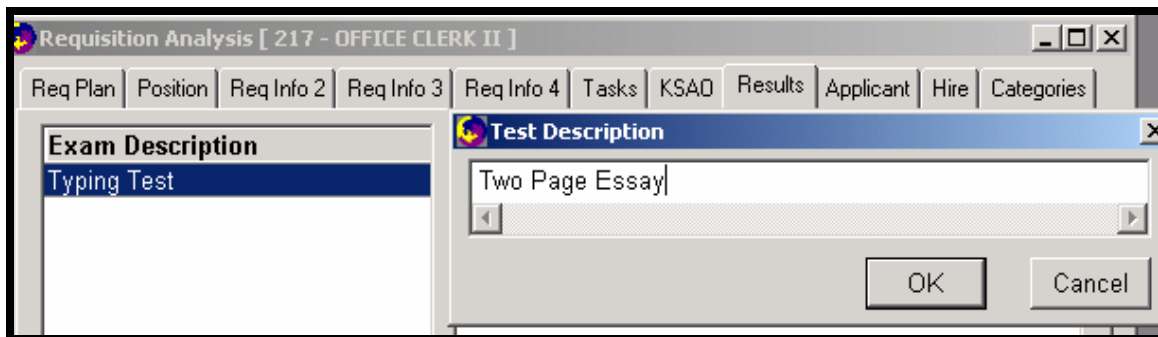


## Requisition Analysis Results

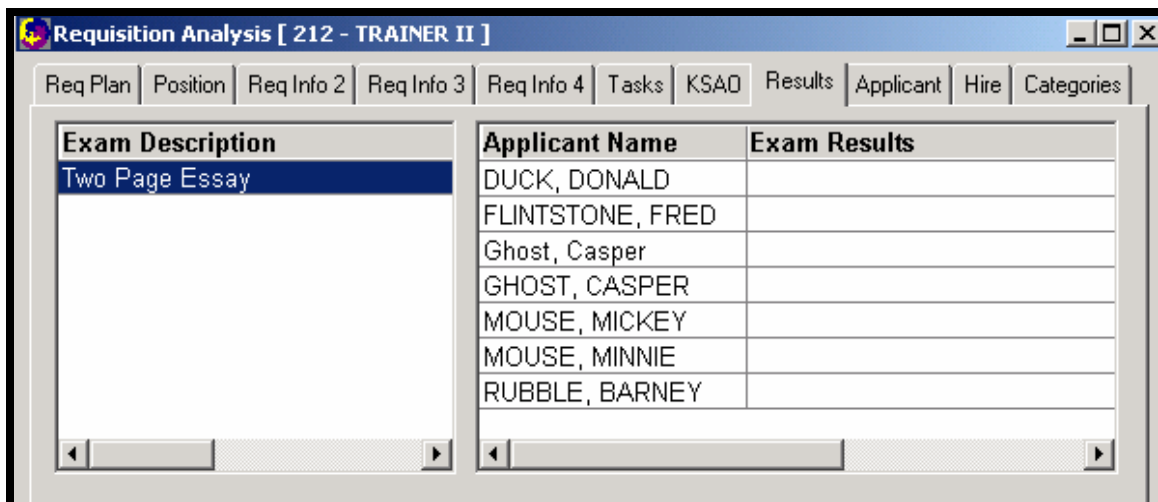
To Edit the Exam Description, highlight the Exam Description and right click. Click Edit.



Type in the new description in the Test Description box and click OK.

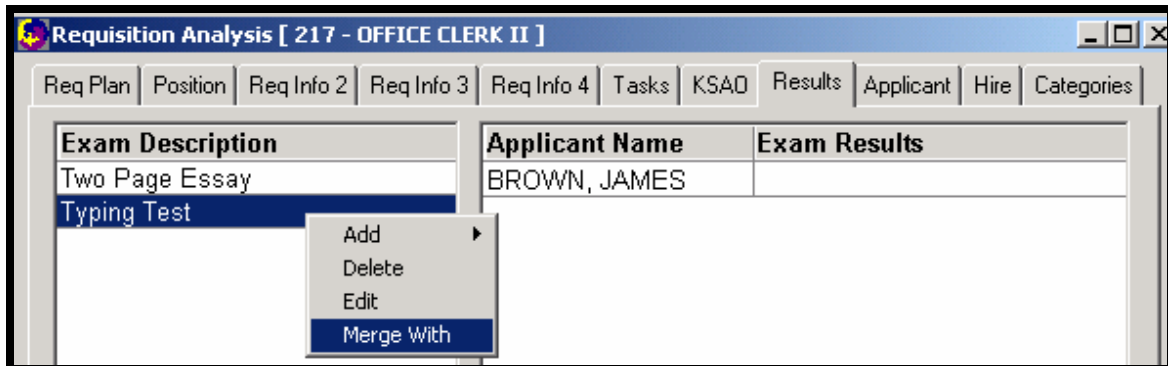


Updated Exam Description

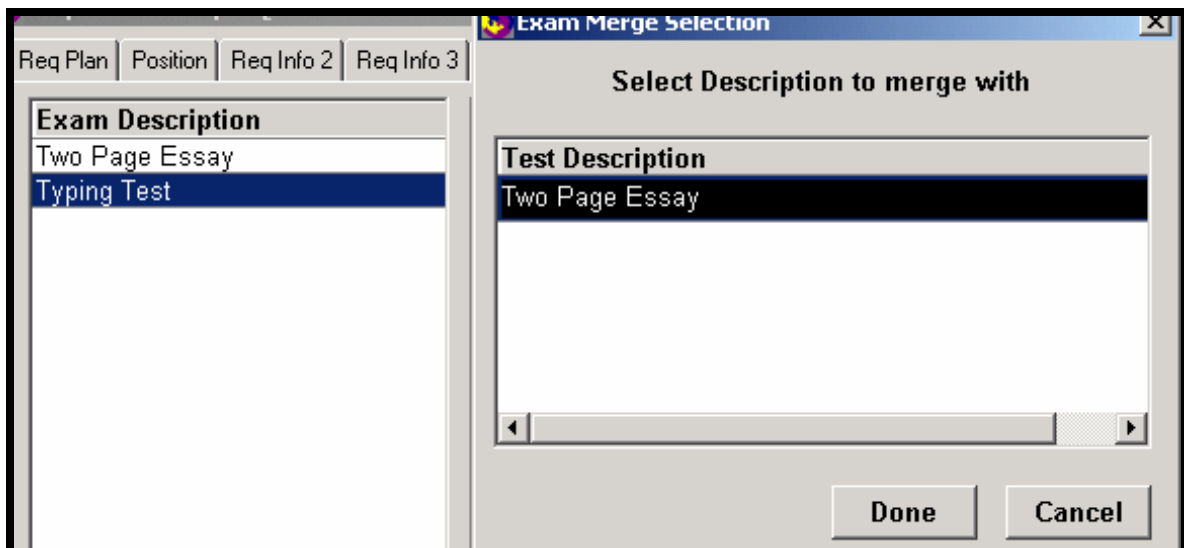


## Requisition Analysis Results

To Merge Exam Results with another exam, highlight the Exam Description and right click on it. Click Merge With.



Select the Test Description to merge with and click Done.



Note: When the user merges two exams with the exact same name, the two exams will merge into one. If the user merges exam results with different names, the results will merge but there will be two different exams.

## Requisition Analysis Results

To edit individual exam results select the applicant and right click to Edit Results.

Exam Description	Applicant Name	Exam Results
Two Page Essay	Beach, Sandy	A

Add Group Results  
Edit Results

Update the Exam Results and click OK.

Exam Description	Applicant Name	Exam Results
Two Page Essay	Beach, Sandy	A

Test Results

B

OK Cancel



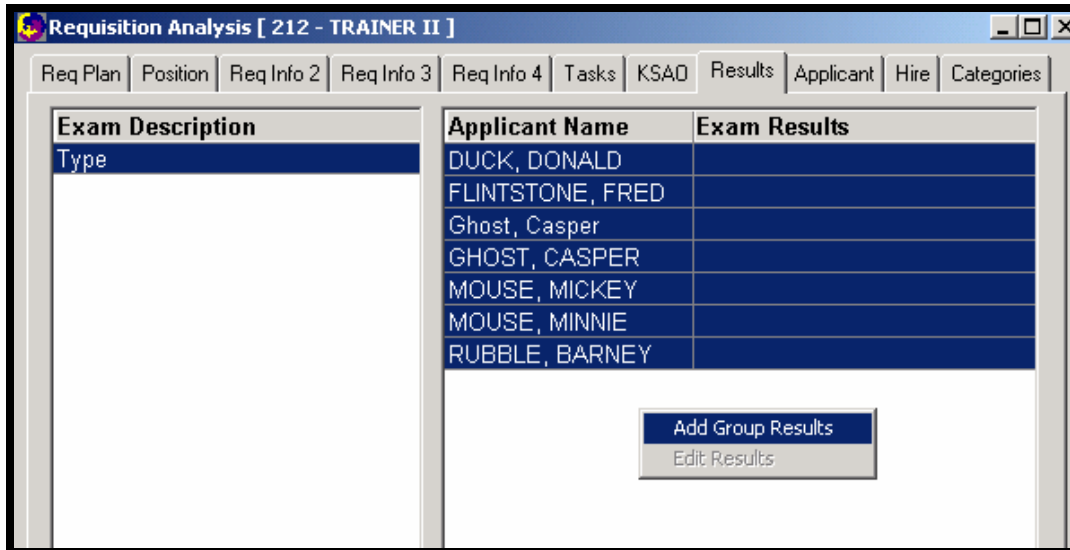
## Requisition Analysis Results

Updated Exam Results

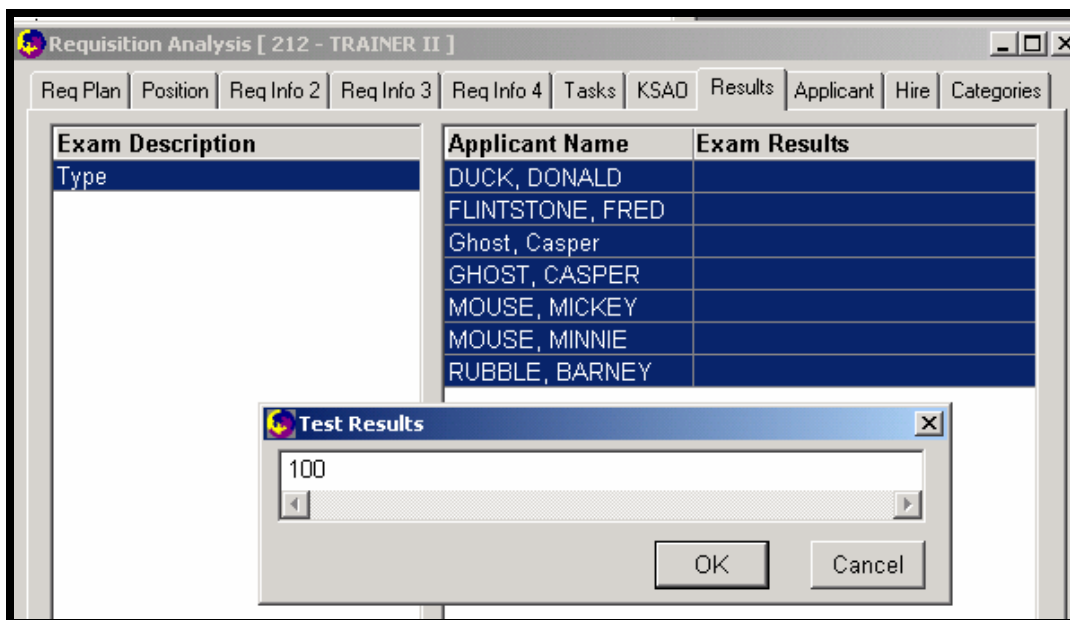
Requisition Analysis [ 191 - ]										
Req Plan	Position	Req Info 2	Req Info 3	Req Info 4	Tasks	KSAD	Results	Applicant	Hire	Categories
Exam Description			Applicant Name		Exam Results					
Two Page Essay			Beach, Sandy		B					

## Requisition Analysis Results

To add a group of results, highlight the names and right click. To highlight multiple names use the Control key and click on the name with the mouse or the arrow buttons. Select Add Group Results. (Must be more than one name).



Type in the Test Results and click OK.



## Requisition Analysis Results

Updated Group Results.

Exam Description	Applicant Name	Exam Results
Type	DUCK, DONALD	100
	FLINTSTONE, FRED	100
	Ghost, Casper	100
	GHOST, CASPER	100
	MOUSE, MICKEY	100
	MOUSE, MINNIE	100
	RUBBLE, BARNEY	100

To edit group Exam Results, select all applicants and right click. Select Add Group Results.

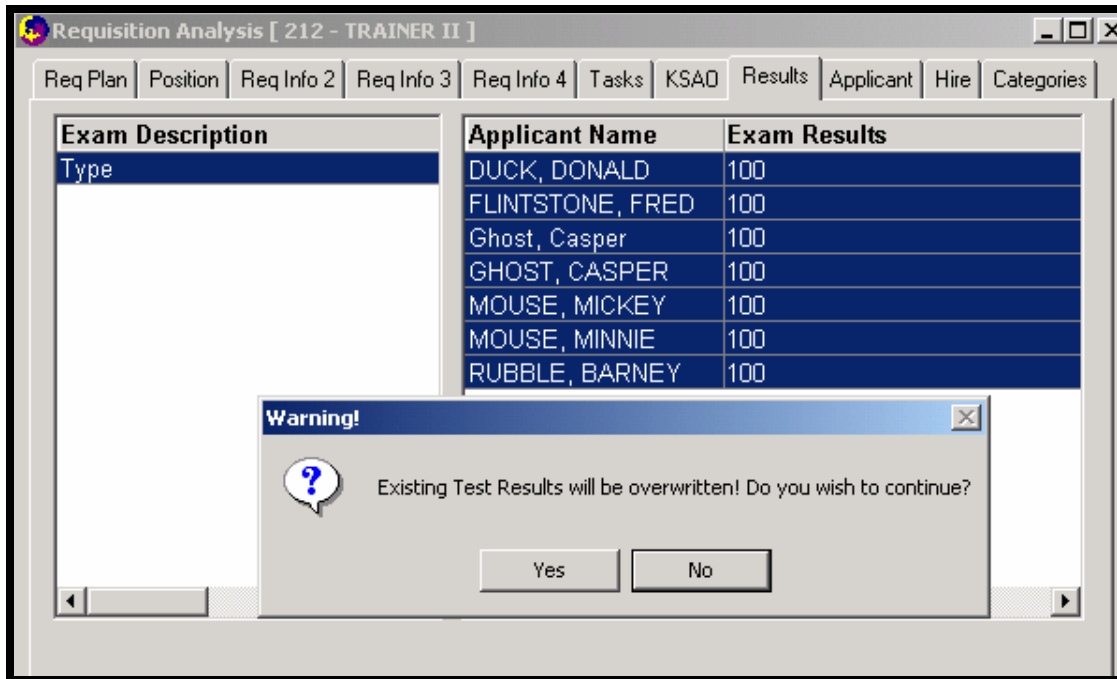
Exam Description	Applicant Name	Exam Results
Type	DUCK, DONALD	100
	FLINTSTONE, FRED	100
	Ghost, Casper	100
	GHOST, CASPER	100
	MOUSE, MICKEY	100
	MOUSE, MINNIE	100
	RUBBLE, BARNEY	100

Add Group Results

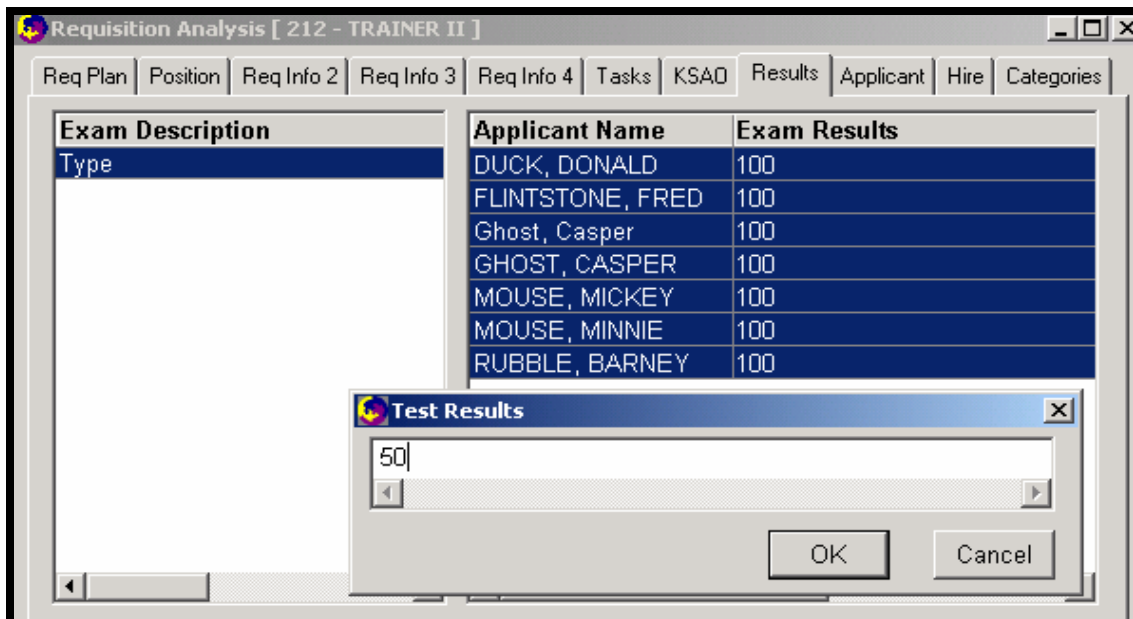
Edit Results

## Requisition Analysis Results

A warning appears to inform the user that existing results will be overwritten. Click Yes to continue or No to cancel.

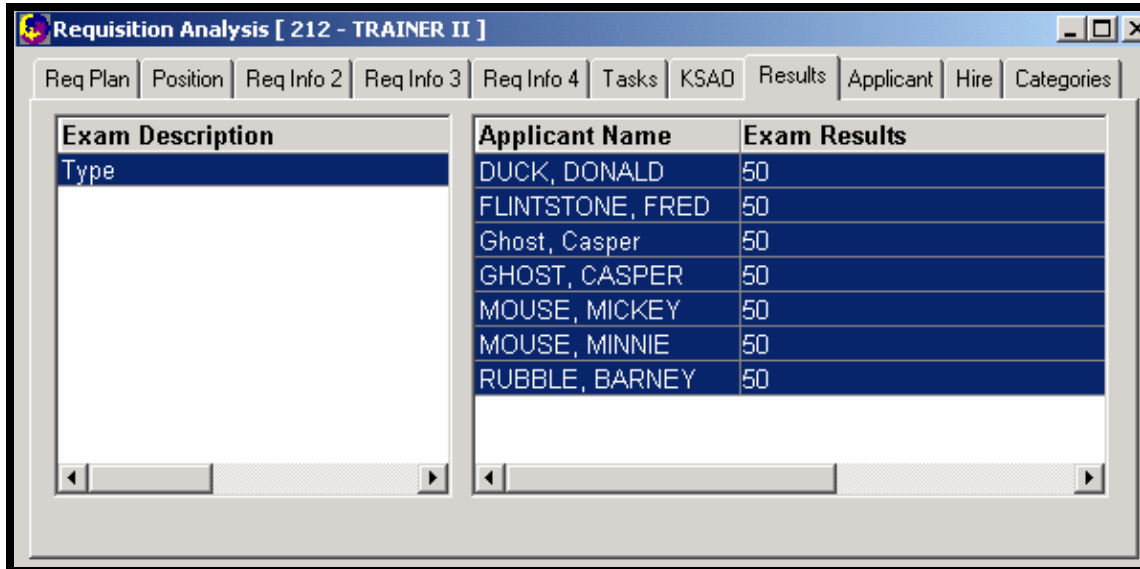


Enter the new Exam Results and click OK.



## Requisition Analysis Results

Updated group Exam Results



Req Plan	Position	Req Info 2	Req Info 3	Req Info 4	Tasks	KSAD	Results	Applicant	Hire	Categories
Exam Description		Applicant Name		Exam Results						
Type		DUCK, DONALD		50						
		FLINTSTONE, FRED		50						
		Ghost, Casper		50						
		GHOST, CASPER		50						
		MOUSE, MICKEY		50						
		MOUSE, MINNIE		50						
		RUBBLE, BARNEY		50						

## Requisition Analysis Applicant

### How Do I Review Applicants?

Applicants apply for positions through an online application process. Once an applicant applies, their name is displayed on the applicant tab. The system automatically rates each applicant against each other based on a point system that is assigned when the KSAO tab is completed. Nine fields are displayed in the Applicant tab for banding purposes. These fields are Group, Score, Band, Rif, Vet, Name, Pref Pts, Revwd By, and Revw Date. All fields will be discussed in this section, starting with the Rif and Vet fields.

**Rif** – If the applicant is listed on the Reappointment Register, then a star will appear in the Rif field next to that applicant's name. For example, the screen shot below shows that Wendy Witch is a Rif.

**Vet** – The web application indicates Veteran's Preference by asking the applicant to select from 6 choices. These choices are:

- I am not a veteran
- Veteran
- Unmarried widow/widower of a veteran
- Disabled Veteran
- Purple Heart Recipient
- Unmarried widow/widower of a disabled veteran.

If the applicant indicates they are a veteran, then a star will appear in the Vet field next to the applicant's name. For example, the screen shot on the next page shows that Mickey Mouse and Minnie Mouse are Veterans.

## Requisition Analysis Applicant

### Reviewing Applicants

Select the Applicant tab to review the applicants. Highlight the applicant name and right-click on the name. Select Review to open the Applicant Review window where the Profile, KSAO, and Pref Pts tabs can be seen.

Requisition Analysis [ 27 - INSPECTOR II, UDOT ] (Read-Only)

Req Plan | Position | Req Info 2 | Req Info 3 | Req Info 4 | Tasks | KSAO | Result | **Applicant** | Hire | Categories

Group	Score	Band	Rif	Vet	Name	Pref Pts	Revwd By	Revw Date
1				*	Mouse, Mickey			
2				*	Mouse, Minnie			
3					Duck, Donald			
4					Flinstone, Fred			
5					Rubble, Barney			
6				*	Ghost, Casper			
7					Beach, Sandy			
7					Jingle, Joe			
7				*	Witch, Wendy			

Click here to review the Profile tab, KSAO tab, and Preference Points tab for each applicant.

## Requisition Analysis

### Applicant

#### Profile

Review the Profile tab for each applicant. This tab provides personal information about the applicant such as address, phone number, e-mail address, social security number, veteran status, etc. This information is generated from the online application process and is entered online by the applicant.

**Applicant Review [Happy, Mister ]**

☒ Reviewed

Profile | XSAO | Pref Pts

Mister Happy **SSN** 4545

**Address**  
333 Evergreen Avenue  
SLC, UT 84111

**Day Phone** 801-232-3232 **Evening Phone** 801-454-4545

**Email** mhappy@valley.com

**U.S. Work Eligibility** Yes **U.S.Citizen** Yes **State Employee** No

**EIN** **Agency**

**Vet Preference** Veteran

**Misdemeanor Conviction** No

**Felony Conviction** No

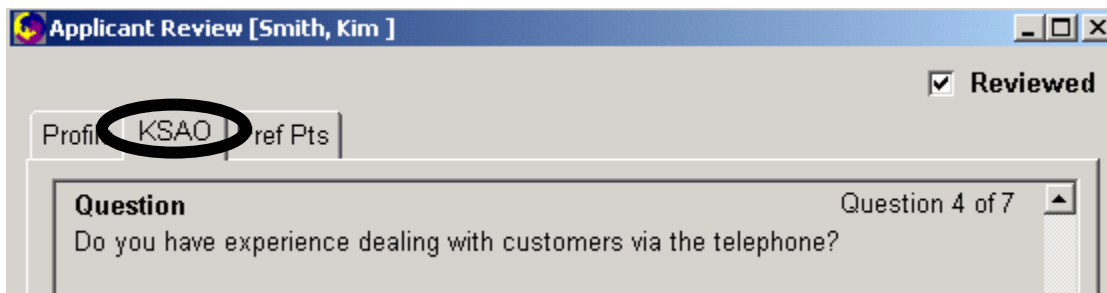
<< < > >> Close



### KSAO

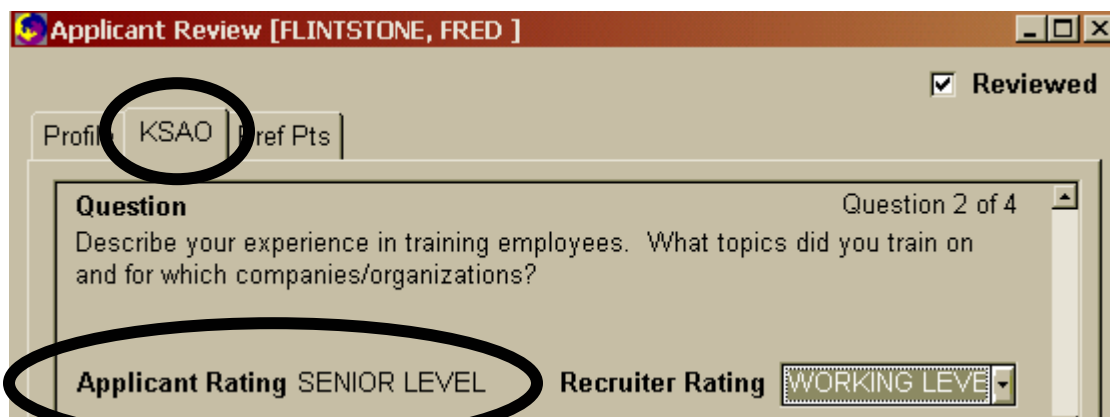
This tab displays information from the online application process. It shows applicant's self rating, answers to questions, and supporting documentation. The recruiter is responsible for reviewing each of these responses and making a final determination regarding the ratings. Each section of this tab is explained below.

**Question** – This displays the recruiter's questions/statements created in the KSAO tab. If this question appeared on the online application, the applicant's self rating and supporting documentation will appear in the appropriate sections below the question.



The screenshot shows a web application window titled "Applicant Review [Smith, Kim ]". In the top right corner, there is a "Reviewed" checkbox which is checked. Below the title bar, there are three tabs: "Profile", "KSAO", and "Ref Pts". The "KSAO" tab is selected and circled with a black oval. The main content area displays a "Question" titled "Do you have experience dealing with customers via the telephone?". To the right of the question text, it says "Question 4 of 7".

**Applicant Rating** – This display field shows the applicant's self-rating for the corresponding question. If the recruiter requested that applicant's provide a self-rating on the online application, the applicant's self-rating appears. If the recruiter did not request the applicant to provide a self-rating, then the Applicant Rating won't appear in the web application and the Applicant Rating will default to the first level choice. For more information about requesting applicant self-rating, please see



The screenshot shows a web application window titled "Applicant Review [FLINTSTONE, FRED ]". In the top right corner, there is a "Reviewed" checkbox which is checked. Below the title bar, there are three tabs: "Profile", "KSAO", and "Ref Pts". The "KSAO" tab is selected and circled with a black oval. The main content area displays a "Question" titled "Describe your experience in training employees. What topics did you train on and for which companies/organizations?". To the right of the question text, it says "Question 2 of 4". Below the question, there are two rating fields. The "Applicant Rating" field is circled with a black oval and displays "SENIOR LEVEL". The "Recruiter Rating" field is a dropdown menu displaying "WORKING LEVEL".

## Requisition Analysis Applicant

**Recruiter Rating** – This box allows the recruiter/reviewer to rate the applicant. The reviewer can choose between the level options available for each question. The Recruiter Rating can be different from the Applicant Rating and will affect the applicant score. Rating choices can vary from 2 or more selections. For example, one question may be a Yes and No question while another can ask an applicant to rate themselves as Entry Level, Working Level, or Senior Level.

The screenshot shows the 'Applicant Review [FLINTSTONE, FRED]' window. The 'KSAO' tab is selected and circled. The 'Reviewed' checkbox is checked. The question is 'Describe your experience in training employees. What topics did you train on and for which companies/organizations?'. The 'Applicant Rating' is 'SENIOR LEVEL'. The 'Recruiter Rating' dropdown menu is open, showing options: 'WORKING LEVEL', 'NONE', 'ENTRY LEVEL', 'WORKING LEVEL' (highlighted), and 'SENIOR LEVEL'. A text box with an arrow pointing to the dropdown contains the text: 'The recruiter has the ability to change the rating based on the review of the applicant's supporting documentation or sume.'

**Recruiter Rating Comments** – Recruiter Rating Comments should explain why the recruiter selected a certain rating. For example, the recruiter selected WORKING LEVEL below because the applicant did not have enough experience to be a SENIOR LEVEL.

The screenshot shows the same 'Applicant Review [FLINTSTONE, FRED]' window. The 'KSAO' tab is selected and circled. The 'Reviewed' checkbox is checked. The question is 'Describe your experience in training employees. What topics did you train on and for which companies/organizations?'. The 'Applicant Rating' is 'SENIOR LEVEL'. The 'Recruiter Rating' is 'WORKING LEVEL'. The 'Recruiter Rating Comments' text box is circled and contains the text: 'Needs 5+ years of experience to be senior level.'

## Requisition Analysis Applicant

**Supporting Doc** – If the recruiter requested supporting documentation in the online application, the information entered by the applicant is shown in the Supporting Doc section. For example, to answer a question about customer service, the applicant may enter documentation demonstrating their customer service experience.

The screenshot shows a web application window titled "Applicant Review [Smith, Kim ]". It has three tabs: "Profile", "KSAO", and "Ref Pts". The "KSAO" tab is selected and circled. In the top right corner, there is a "Reviewed" checkbox which is checked. The main content area shows "Question 4 of 7": "Do you have experience dealing with customers via the telephone?". Below the question, the "Applicant Rating" is "YES" and the "Recruiter Rating" is also "YES" (in a text box). There is a "Recruiter Rating Comments" text area below the ratings. At the bottom, the "Supporting Doc" section is circled and contains the text: "I was a receptionist for 1 year in college."

### Viewing All Questions, Ratings, and Supporting Documentation

Use the scroll bar to view all the questions and answers that were submitted by the applicant. Each question will have a Recruiter Rating and Recruiter Rating Comments box. Each question may have an Applicant Rating or Supporting Doc box depending on how the KSAO Tab was filled out by the recruiter. All questions must be viewed and rated.

## Requisition Analysis Applicant

Applicant Review [Smith, Kim]

☐ Reviewed

Profile **KSAO** Pref Pts

**Question** Question 1 of 11  
Have you worked in a customer service environment? All applicants will be required to pass a customer service test.

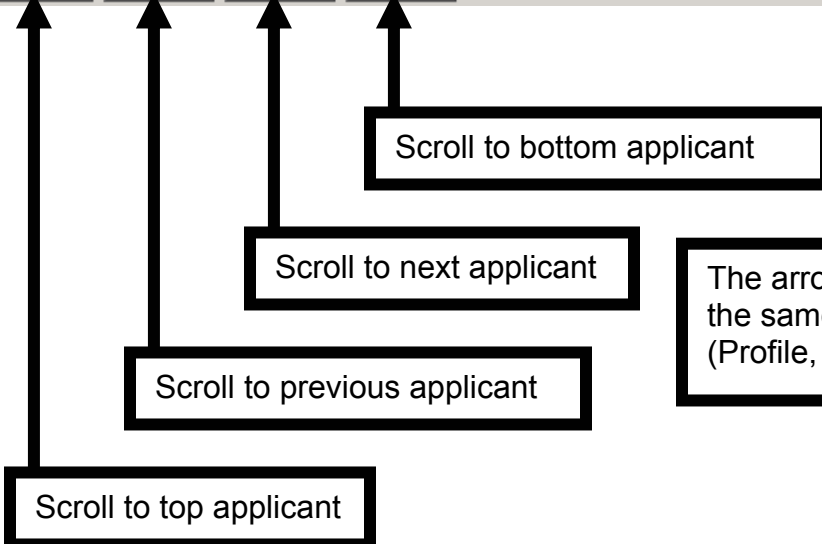
**Applicant Rating** YES **Recruiter Rating** YES

**Recruiter Rating Comments**

**Supporting Doc**

This scroll bar allows the user to move to each question and rating.

<< < > >> Close



The arrows <<, <, >, >> work the same within each tab (Profile, KSAO, and Pref Pts).

## Preference Points

This tab is optional for the recruiter and is used to identify any position-related preferences a recruiter may give to an applicant. Preferences should be identified before posting, so a preference statement is included in the job announcement. If additional preferences are identified after the recruitment posting has closed online, document this information in the Req Info 4 tab and in the applicants preference points tab.

Once preferences are documented, the recruiter adds preference points to the applicant by entering the appropriate number of points in the Preference Points field. All applicants who qualify for a preference must be given the same number of points. (The exception to this would be Veterans. Please see **How Do I Give Veterans Preference?**)

Applicant Review [FLINTSTONE, FRED ]

☐ Reviewed

Profile | KSA | **Pref Pts**

Preference points given for Bachelor's Degree in Accounting.

Preference Point Comments go here

Preference Points 10

Enter Preference Points here.

## Requisition Analysis Applicant

### Reviewed

Once an applicant's Profile, KSAO, and Pref Pts have been reviewed, click on the Reviewed box. This will update the information in the Applicant tab with the applicant's score and preference points, the date reviewed and the user ID of the recruiter who reviewed the applicant.

**Applicant Review [MOUSE, MICKEY ]**

☒ **Reviewed**

Profile | **KSAO** | Pref Pts

MICKEY MOUSE **SSN** 9999

**Address**  
123  
SLC, UT 84087

**Day Phone** (801) 333-3333 **Evening Phone** (801) 333-3333

**Email** mmouse@utah.gov

**U.S. Work Eligibility** Yes **U.S.Citizen** Yes **State Employee** No

**EIN** **Agency**

**Vet Preference** I am not a Veteran

**Misdemeanor Conviction** No

**Felony Conviction** No

<< < > >>

**Close**

When finished reviewing applicants, click on Close.

### How Do I Give Veterans Preference?

When reviewing applicants, check the Vet field and the applicant profile information to determine if there are any veterans. To give veterans preference, first determine the number of points needed to move the veteran to the appropriate band. to the Preference Points tab and enter a comment and number of points in the Preference Points sections, see Business Practices. Once complete, check the reviewed box and click the Close button to return to the Applicant tab.

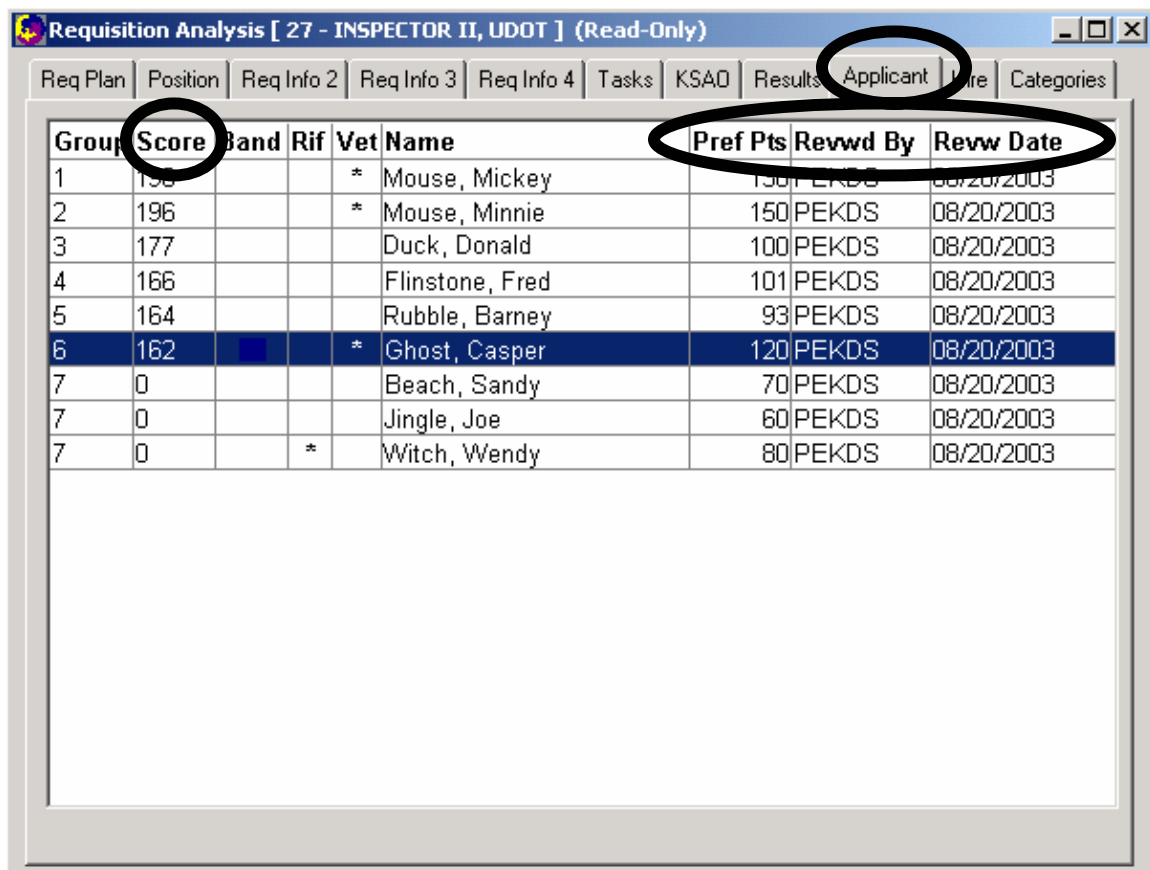
**Requisition Analysis [ 27 - INSPECTOR II, UDOT ] (Read-Only)**

Req Plan | Position | Req Info 2 | Req Info 3 | Req Info 4 | Tasks | KSA0 | Results | **Applicant** | Hire | Categories

Group	Score	Band	Rif	Vet	Name	Pref Pts	Revwd By	Revw Date
1	198			*	Mouse, Mickey	130	PEKDS	08/20/2003
2	196			*	Mouse, Minnie	150	PEKDS	08/20/2003
3	177				Duck, Donald	100	PEKDS	08/20/2003
4	166				Flinstone, Fred	101	PEKDS	08/20/2003
5	164				Rubble, Barney	93	PEKDS	08/20/2003
6	162			*	Ghost, Casper	120	PEKDS	08/20/2003
7	0				Beach, Sandy	70	PEKDS	08/20/2003
7	0				Jingle, Joe	60	PEKDS	08/20/2003
7	0			*	Witch, Wendy	80	PEKDS	08/20/2003

Individuals with a star (\*) in this field are veterans. Preference points may be added to these individuals to move them up to the next banding category.

## Requisition Analysis Applicant



Group	Score	Band	Rif	Vet	Name	Pref Pts	Revwd By	Revw Date
1	198			*	Mouse, Mickey	150	PEKDS	08/20/2003
2	196			*	Mouse, Minnie	150	PEKDS	08/20/2003
3	177				Duck, Donald	100	PEKDS	08/20/2003
4	166				Flinstone, Fred	101	PEKDS	08/20/2003
5	164				Rubble, Barney	93	PEKDS	08/20/2003
6	162			*	Ghost, Casper	120	PEKDS	08/20/2003
7	0				Beach, Sandy	70	PEKDS	08/20/2003
7	0				Jingle, Joe	60	PEKDS	08/20/2003
7	0			*	Witch, Wendy	80	PEKDS	08/20/2003

The Score, Preference Points, Reviewed By, and Reviewed Date are now filled in for each applicant. Each field is explained below:

**Score** – Once the Reviewed box is checked in the Applicant Review window, the program will calculate the Score. Each time preference points are added or ratings are changed, the Score must be recalculated to reflect the changes.

**Pref Pts** – If the reviewer entered Preference Points in the Applicant Review window, these points will be displayed in the Pref Pts field.

**Revwd By** – The initials of the recruiter populate this field once the Reviewed box is checked in each Applicant Review window.

**Revw Date** – The date each applicant is reviewed populate this field when the Reviewed box is checked in the Applicant Review window.

### Recalculate Scores



## Requisition Analysis Applicant

Recalculate applicant scores by right-clicking on any applicant and selecting Recalculate. All scores will be recalculated. Now the applicants can be banded, if desired.

**Requisition Analysis [ 27 - INSPECTOR II, UDOT ] (Read-Only)**

Group	Score	Band	Rif	Vet	Name	Pref Pts	Revwd By	Revw Date
1	198	BQ		*	Mouse, Mickey	130	PEKDS	08/20/2003
2	196	BQ		*	Mouse, Minnie	150	PEKDS	08/20/2003
3	177	WQ			Duck, Donald	100	PEKDS	08/20/2003
4	166	WQ			Flinstone, Fred	101	PEKDS	08/20/2003
5	164	WQ			Rubble, Barney		PEKDS	08/20/2003
6	162	Q		*	Ghost, Casper		PEKDS	08/20/2003
7	0	NQ			Beach, Sandy		PEKDS	08/20/2003
7	0	NQ			Jingle, Joe		PEKDS	08/20/2003
7	0	NQ		*	Witch, Wendy		PEKDS	08/20/2003

Right-click on any applicant, then click here to Recalculate all applicant scores.

### How Do I Band Applicants?

Before applicants can be banded, it is important to review their applications and determine a cutoff point for each banding category. Once it is determined which band each applicant falls into, then applicants can be banded by right-clicking on the applicant and selecting Band, then selecting Best Qualified, Well Qualified, Qualified, Not Qualified, or Below Cutoff. Keep in mind, however, that the system has scored each applicant and will make sure the banding is equitable and consistent.

For example, Casper Ghost has a score of 162 and Fred Flinstone has a score of 166. You cannot rate Casper Ghost as Well Qualified and Fred Flinstone as Qualified because Fred has a higher score. Everyone with a score equal to or above Casper's must either be in the same category as Casper or higher.

## Requisition Analysis Applicant

**Band** – The Band field displays the results for each applicant. BQ stands for Best Qualified, WQ stands for Well Qualified, Q stands for Qualified, NQ stands for Not Qualified, and BC stands for Below Cutoff.

Requisition Analysis [ 27 - INSPECTOR II, UDOT ] (Read-Only)									
Req Plan	Position	Req Info 2	Req Info 3	Req Info 4	Tasks	KSAO	Result	Applicant	Hire
Group	Score	Band	Rif	Vet	Name	Pref Pts	Revwd By	Revw Date	
1	198	BQ		*	Mouse, Mickey	130	PEKDS	08/20/2003	
2	196	BQ		*	Mouse, Minnie	150	PEKDS	08/20/2003	
3	177	WQ			Duck, Donald	100	PEKDS	08/20/2003	
4	166	WQ			Flinstone, Fred	101	PEKDS	08/20/2003	
5	164	WQ			Rubble, Barney	93	PEKDS	08/20/2003	
6	162	Q		*	Ghost, Casper	0	PEKDS	08/20/2003	
7	0	NQ			Beach, Sandy	0	PEKDS	08/20/2003	
7	0	NQ			Jingle, Joe	0	PEKDS	08/20/2003	
7	0	NQ	*		Witch, Wendy	0	PEKDS	08/20/2003	

RIF Hire

RIF List

Review

Band

Hiring List

Recalculate

Export

Best Qualified

Well Qualified

Qualified

Not Qualified

Below Cutoff

## **How Do I Create a Hiring List?**

### **Hiring List**

While in the Applicant tab, create a hiring list by right-clicking on an applicant and selecting Hiring List. A message will appear reminding you that:

- you must check the reappointment register before proceeding
- 20% of the interview pool must be veterans
- All applicants within the selected category and higher will be included in the hiring list.

Click Yes or No. Clicking Yes will direct the user to the Reappointment Register (RIF List). Clicking No will direct the user back to the Applicant tab and a hiring list will not be generated. A hiring list will be generated only when the Reappointment Register has been reviewed for qualified RIFs and documentation has been entered. To view the hiring list candidates, go to the Hire tab. To print a hiring list, see **Reports - How Do I Print a Hiring List?**

The hiring list can include all or one band of applicants. To generate a hiring list with Best Qualified candidates, highlight and right-click on a Best Qualified candidate. To generate a hiring list with Well Qualified candidates and Best Qualified candidates, highlight and right-click on a Well Qualified candidate and all Well Qualifieds and Best Qualifieds will show up on the list. If you want all candidates to appear on the hiring list, then right-click on a candidate in the lowest category and all banding categories will show up on the hiring list. Non-Qualified applicants, however, will never show up on the hiring list. The system is unable to generate a hiring list that excludes the highest banding level and includes a lower banding level. The highest level of banding will always show up on the hiring list.

## Requisition Analysis Applicant

**Requisition Analysis [ 27 - INSPECTOR II, UDOT ] (Read-Only)**

Req Plan | Position | Req Info 2 | Req Info 3 | Req Info 4 | Tasks | KSAD | Results | **Applicant** | Hire | Categories

Group	Score	Band	Rif	Vet	Name	Pref Pts	Revwd By	Revw Date
1	198	BQ		*	Mouse, Mickey	130	PEKDS	08/20/2003
2	196	BQ		*	Mouse, Minnie	150	PEKDS	08/20/2003
3	177	WQ			Duck, Donald	100	PEKDS	08/20/2003
4	166	WQ			Flinstone, Fred		PEKDS	08/20/2003
5	164	WQ			Rubble, Barney		PEKDS	08/20/2003
6	162	Q		*	Ghost, Casper		PEKDS	08/20/2003
7	0	NQ			Beach, Sandy		PEKDS	08/20/2003
7	0	NQ			Jingle, Joe		PEKDS	08/20/2003
7	0	NQ		*	Witch, Wendy		PEKDS	08/20/2003

Context Menu Options: RIF Hire, RIF List, Review, Band, **Hiring List**, Recalculate, Export

**Generate Hiring List?**

? You are about to generate a hiring list; the following will occur:

- \* You will be taken to the RIF List and be expected to document your RIF information
- \* All applicants of this group and higher banded groups will be included
- \* In accordance with Utah State Code 71-10, twenty percent (20%) of the hiring list (or all of the qualified and available vets, whichever is greater) forwarded to the hiring official for interview must be veterans.

Do you want to continue?

**Yes** No

Review the reappointment register (RIF List). Determine if any RIF'd Employee(s) are qualified for the position. When done reviewing the register, click Done and a RIF Check Documentation window will appear.

## Requisition Analysis Applicant

EIN	RIF'd Employee	Last Schedule B Position	Max Step
103630	Witch, Wendy	Computer Programmer	
104459	Bear, Yogi	Budget & Accounting Supervisor	62

Employee Info | Experience | Academics | Availability & Removal

EIN: 103630    Reappt Dt: 08/25/03    Cancel Dt: 00/00/00    E-Rif: ☐

Last Name: Witch    First Name: Wendy

Last Schedule B Position:

Agency:    Max Step:

Dhrm Rep:

Dhrm Rep Phone: -

Done

### RIF Check Documentation

Document the following information on the RIF Check Documentation window:

#### Rif Cd

Document results of RIF review by selecting No Qualified, Offered But Not Accepted, or Qualified:

**No Qualified** – RIF does not meet the minimum expectations of the position.

**Offered But Not Accepted** – RIF meets the minimum qualifications of the position, an offer was extended, RIF candidate declined.

**Qualified** – RIF meets the minimum qualifications and must be offered the position.

## Requisition Analysis

### Applicant

The screenshot shows a software window titled "RIF Check Documentation". It features a dropdown menu for "Rif Cd" with the following options: "No Qualified", "No Qualified", "Offered But Not Accepted", and "Qualified". The "Rif Check By" field is populated with "PEKDS". Below these fields is a large, empty text box for "Rif Comments". At the bottom of the window are two buttons: "Done" and "Cancel".

#### Rif Check Dt

This field automatically populates once you click the Done button on the RIF List. This is the date the RIF List was reviewed last.

#### Rif Check By

This field automatically populates once you click the Done button on the RIF List. This is the initials of the requisition owner.

#### Rif Comments

Include comments in the Rif Comments box for documentation purposes. This box deals with the review of the RIF list as a whole. RIF comments should reflect the name of any RIFs contacted and their response. If a RIF is qualified, offer them the job and follow the instructions in the Qualified RIF section of the Applicant tab. If the job offer is declined, document the reason in the comments box. You will not be allowed to leave the RIF Check Documentation screen without entering a comment. If there is more than one RIF, document both Rif names in comments box and RIF results of both. Click Done.

## Requisition Analysis Applicant



**RIF Check Documentation**

Rif Cd: No Qualified

Rif Check Dt: 11/10/2003      Rif Check By: PEKDS

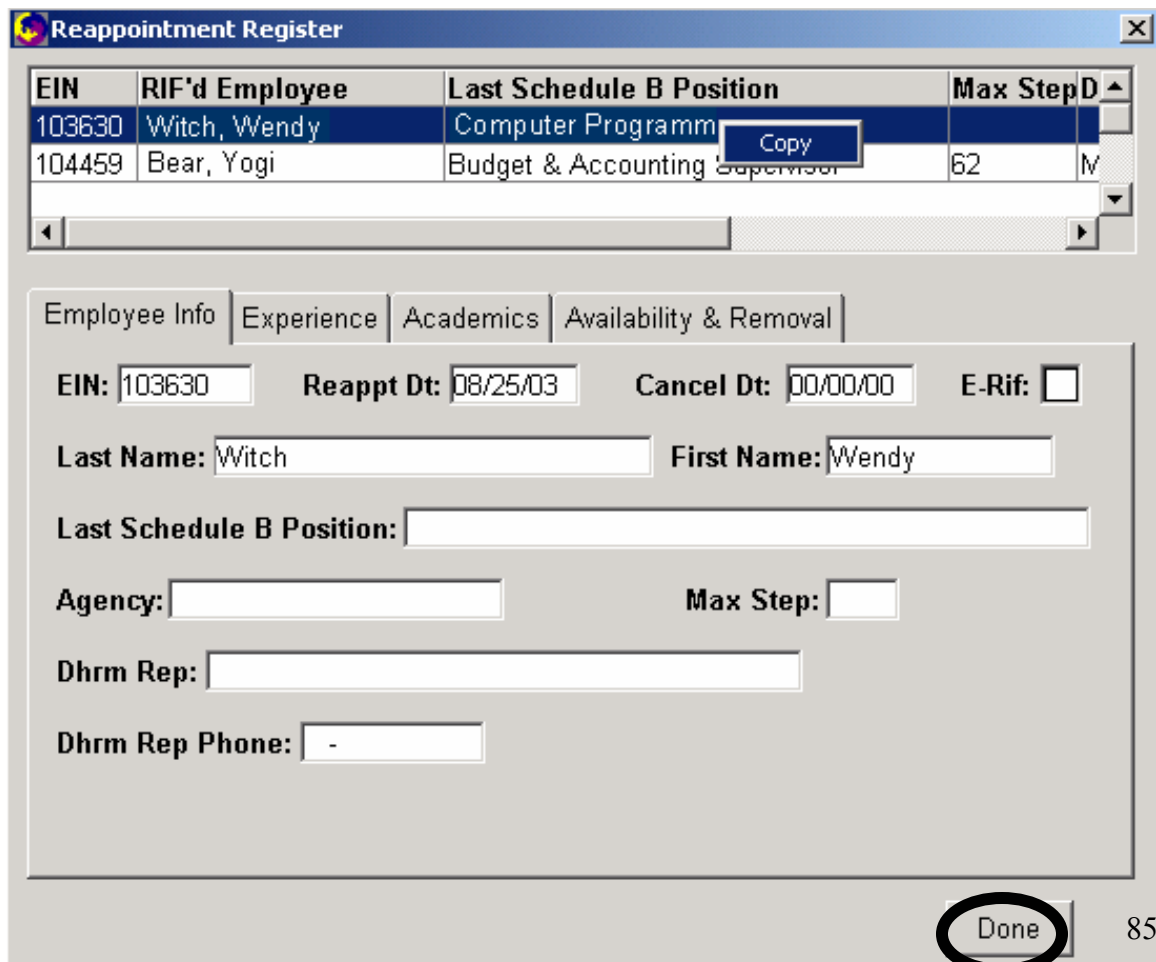
**Rif Comments**

There are no qualified Rifs for this recruitment.

Done Cancel

### Qualified RIF

If a RIF is qualified, then copy the RIF to the requisition by going into the Reappointment Register (RIF List), selecting the RIF, right-clicking and selecting copy. Click Done and document comments. The RIF will appear on the list in the Applicant tab.



**Reappointment Register**

EIN	RIF'd Employee	Last Schedule B Position	Max Step	D
103630	Witch, Wendy	Computer Programm		
104459	Bear, Yogi	Budget & Accounting Supervisor	62	IV

Copy

Employee Info | Experience | Academics | Availability & Removal

EIN: 103630      Reappt Dt: 08/25/03      Cancel Dt: 00/00/00      E-Rif: ☐

Last Name: Witch      First Name: Wendy

Last Schedule B Position:

Agency:       Max Step:

Dhrm Rep:

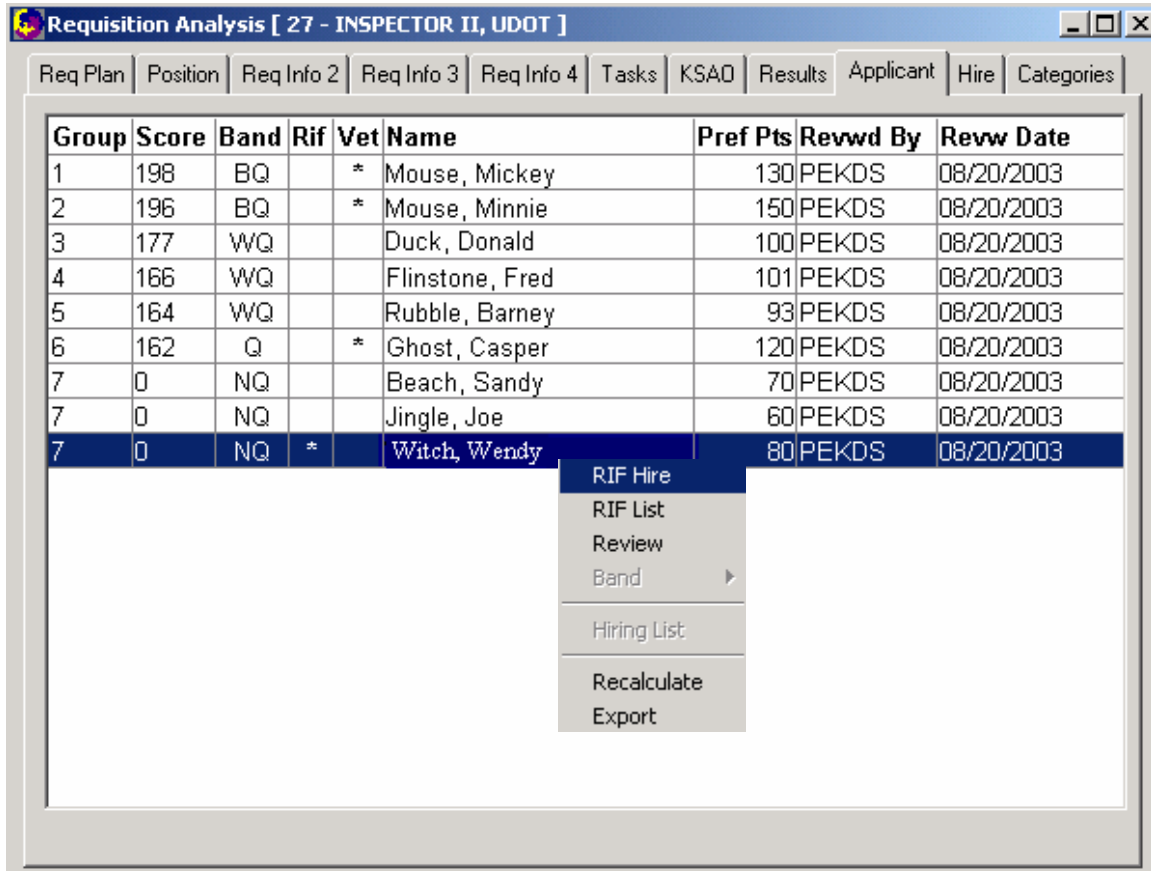
Dhrm Rep Phone: -

Done

## Requisition Analysis Applicant

### How Do I Hire a RIF Candidate?

In the Applicant tab, highlight the RIF, right-click and select RIF Hire (which will only be an option if the applicant is a RIF). This will generate a hiring list with the RIF as the only candidate. To view this list, go to the Hire tab or click on Reports and select Hiring List.



The screenshot shows the 'Requisition Analysis [ 27 - INSPECTOR II, UDOT ]' window. The 'Applicant' tab is selected. The table below lists candidates with columns: Group, Score, Band, Rif, Vet, Name, Pref Pts, Revwd By, and Revw Date. The candidate 'Witch, Wendy' is selected, and a context menu is open over her row, showing options: RIF Hire, RIF List, Review, Band, Hiring List, Recalculate, and Export.

Group	Score	Band	Rif	Vet	Name	Pref Pts	Revwd By	Revw Date
1	198	BQ		*	Mouse, Mickey	130	PEKDS	08/20/2003
2	196	BQ		*	Mouse, Minnie	150	PEKDS	08/20/2003
3	177	WQ			Duck, Donald	100	PEKDS	08/20/2003
4	166	WQ			Flinstone, Fred	101	PEKDS	08/20/2003
5	164	WQ			Rubble, Barney	93	PEKDS	08/20/2003
6	162	Q		*	Ghost, Casper	120	PEKDS	08/20/2003
7	0	NQ			Beach, Sandy	70	PEKDS	08/20/2003
7	0	NQ			Jingle, Joe	60	PEKDS	08/20/2003
7	0	NQ	*		Witch, Wendy	80	PEKDS	08/20/2003

### What Do I Do if a RIF Declines my Job Offer?

If a RIF declines an offer, is not qualified or there is more than one opening, a hiring list with the other applicants must be generated. This allows the hiring official to interview qualified applicants and make a selection.

### How Do I Send Mass Letters?

Applicant names and addresses can be exported from UJM Recruitment in order to send interview, exam, non select, or offer letters. By exporting the names into a text file, you can use MSWord Mail Merge Wizard to print individual or mass letters or label.

### Exporting Applicant Names & Addresses

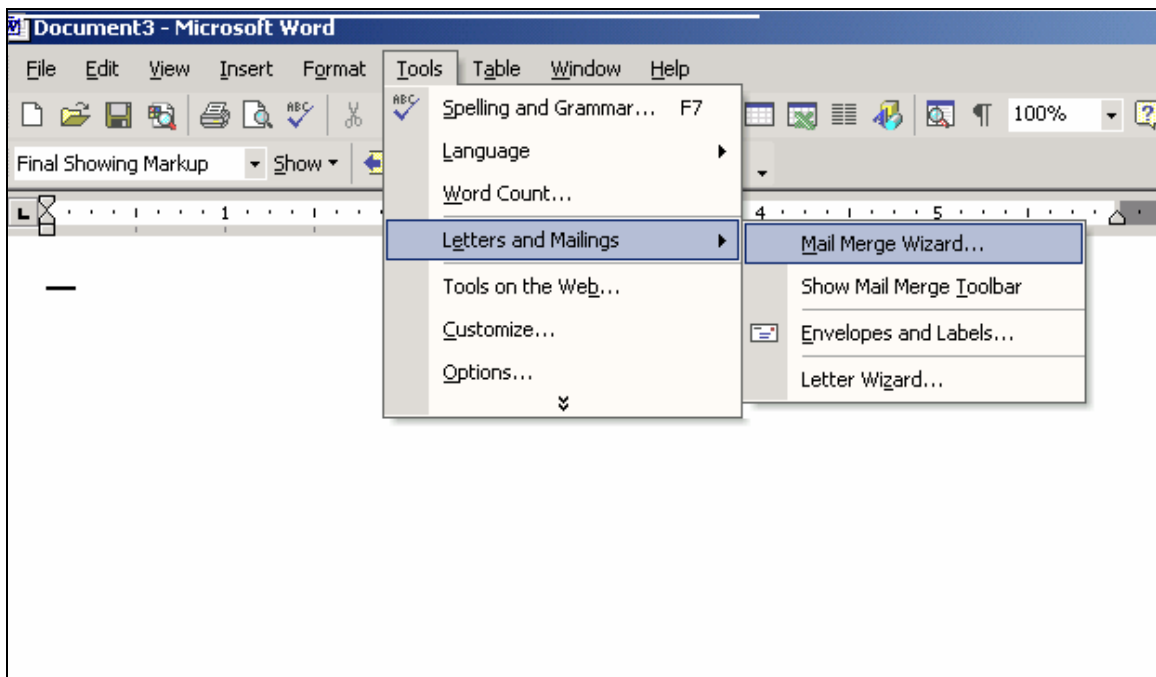


## Requisition Analysis Applicant

To send go the Applicant tab. Select any of the applicants, right-click and select export. A Save As window will appear so that you can save the names and addresses of your applicants into a text file. Select a file in your personal drive or hard drive to save the text file. Enter a file name in the File Name field and press the Save button.

### Creating and Printing Letters or Labels

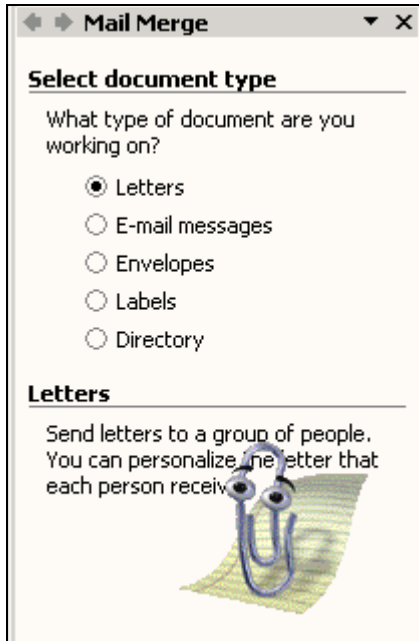
Once a text file has been created you can view your list of applicants, create a letter, merge and print your document. To begin open a new Word document, go to the Tools on the menu bar and select Letters and Mailings, Mail Merge Wizard.



A Mail Merge window will open up to the right of your document. Follow Steps 1-6 of this process. Step 1 requires you to select the document type you will be working on: letters, e-mail messages, envelopes, labels, or directory.

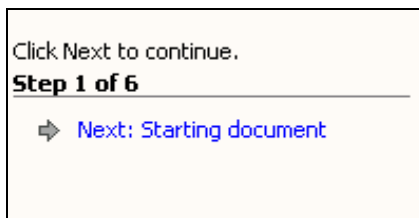
#### Step 1: Select document type

## Requisition Analysis Applicant

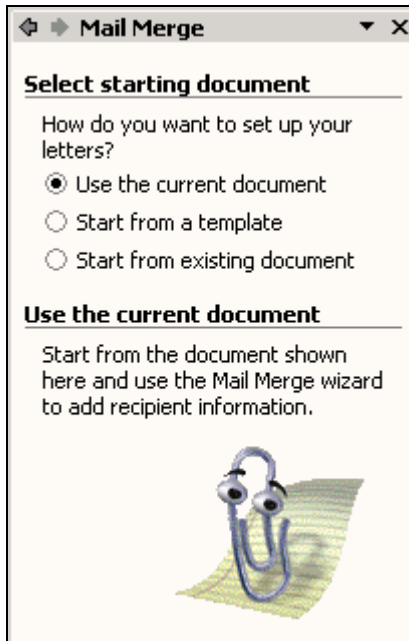


For this example we will select Letters. Once you've selected your document type, click next to proceed to Step 2: Starting document.

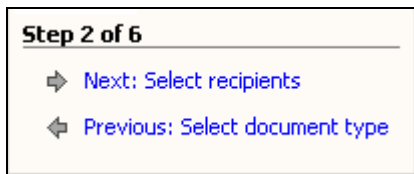
### Step 2: Starting document



At the starting document window you will need to select a letter. You can select either the current document you have open, a template document, or an existing saved document.



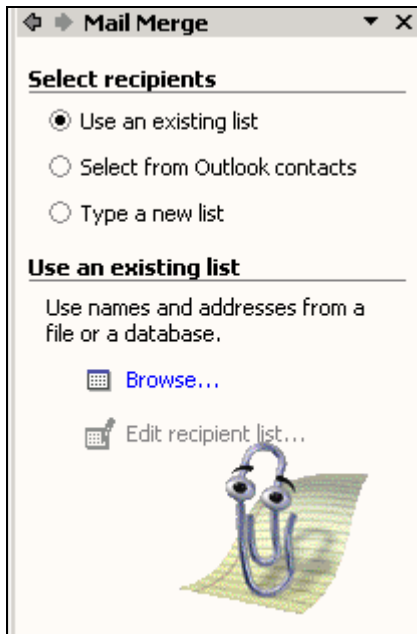
In this example, we will go ahead and select Use current document. Then, click next to continue to Step 3: Select recipients



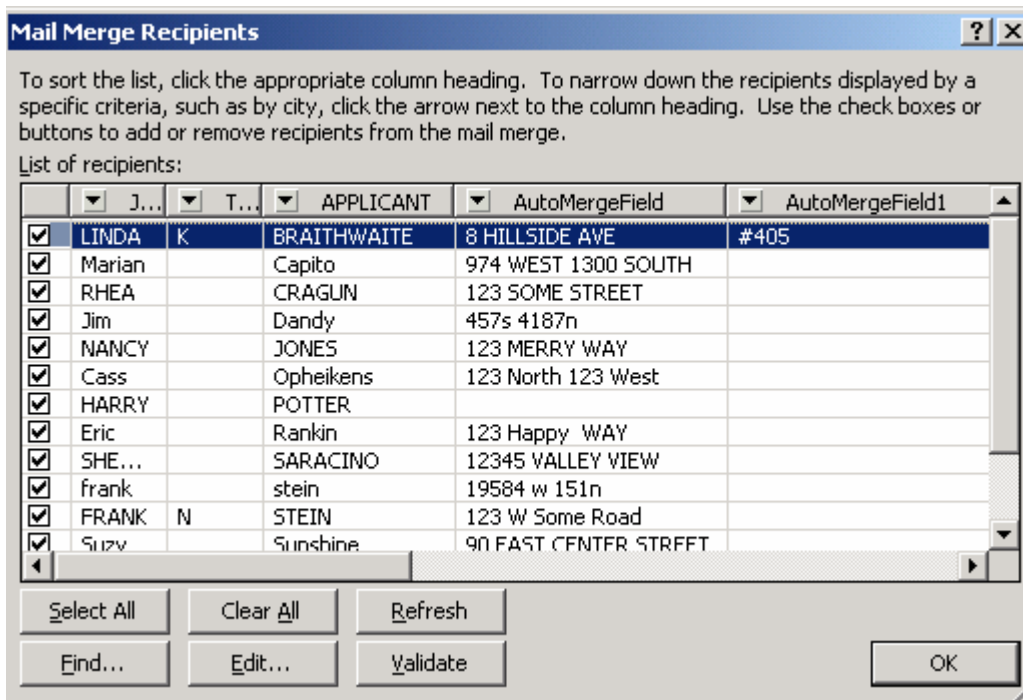
### Step 3: Select recipients

At the Select Recipients window, you will select Use an existing list and then click on then click on Browse.

## Requisition Analysis Applicant



This will bring up a search window which will allow you to search for your saved text file. Double-click on the text file to open it. This will bring up a Mail Merge Recipients window.



At this window you can select which applicants to send letters to using the check box at the left hand side of the window. Once you are done reviewing and sorting this list, click OK. Proceed to Step 4: Write your letter.

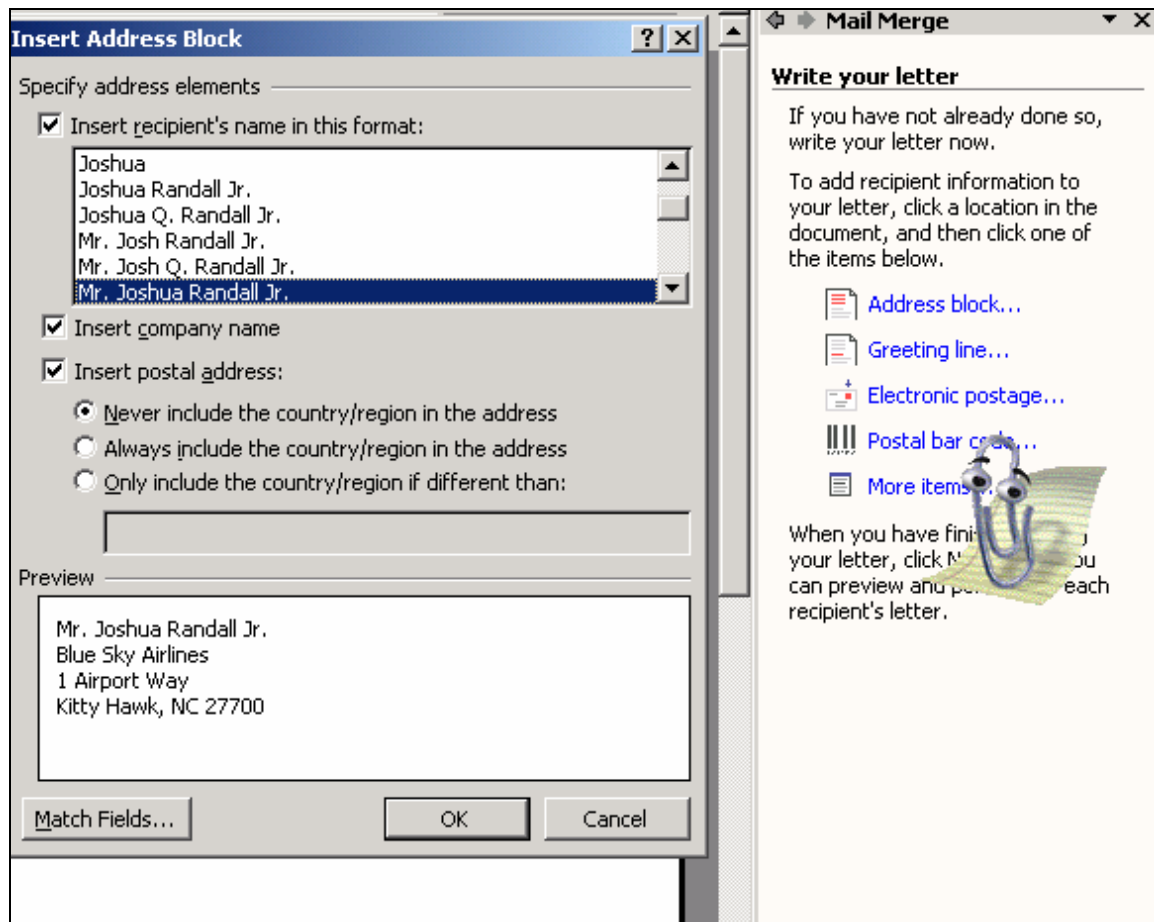
## Requisition Analysis Applicant

### Step 3 of 6

- ➔ [Next: Write your letter](#)
- ➔ [Previous: Starting document](#)

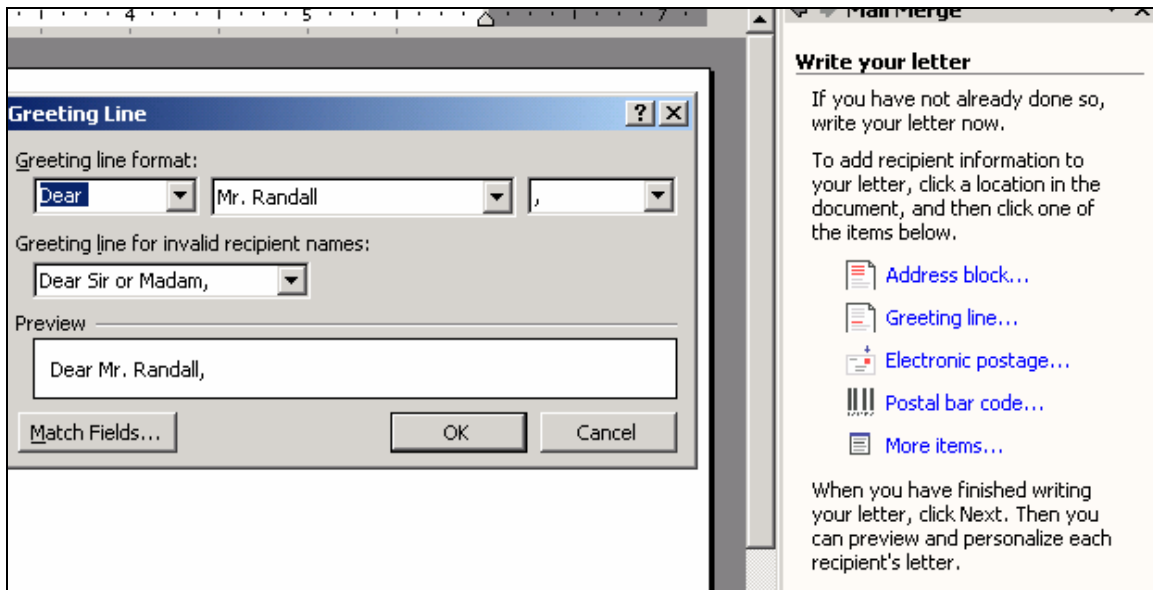
### Step 4: Write your letter

This step will allow you to create the header, greetings, body, and signature line of your document. Start by clicking on Address block which will bring up an Insert Address Block. This window allows you to preview and select a recipient name format. Select the recipient format you desire. You should de-select the Insert company name box by clicking in it to take the check off. You should leave the Insert postal address checked. In some cases, you may need to click the Match Fields box to ensure the mail merge fields match your recipient list fields.

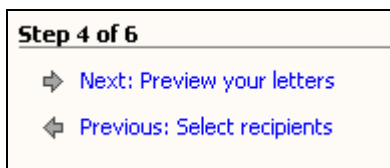


Next, click on Greeting line to view and select a greeting for you letter.

## Requisition Analysis Applicant

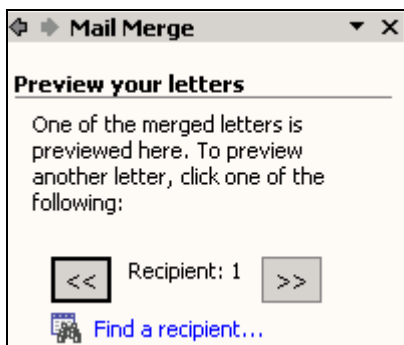


Click OK once selected. You can use the Tab button to move the greeting line to the appropriate spot in your letter. When you are finished click next to proceed to Step 5: Preview your letters

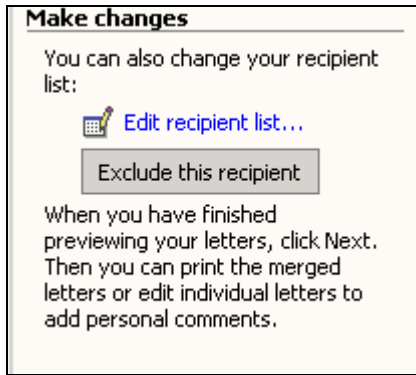


### Step 5: Preview your letters

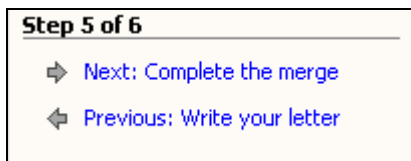
At this window you can preview each letter by clicking on the forward >> arrows and back << arrows to view each recipient's letter.



You can also choose to exclude a recipient or edit the recipient list as well at this point.

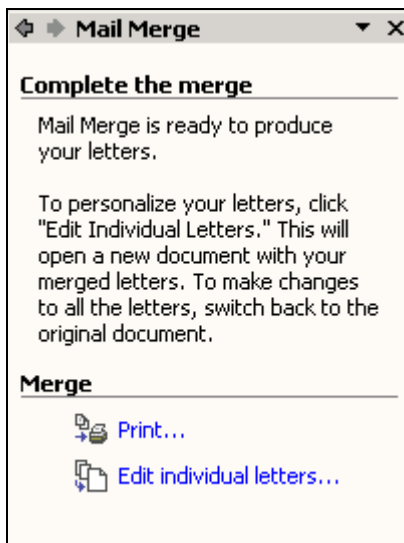


If you are finished previewing your letter click next to go to Step 6: Complete the merge.



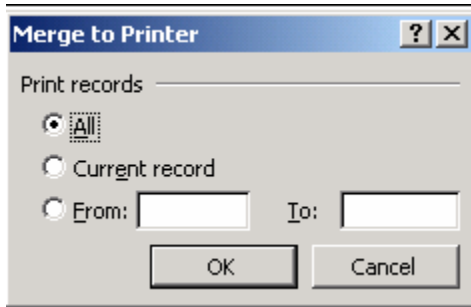
### Step 6: Complete the merge

You have the choice of printing your letters or editing individual letters at this point.



Selecting Print will bring up the following window.

## Requisition Analysis Applicant



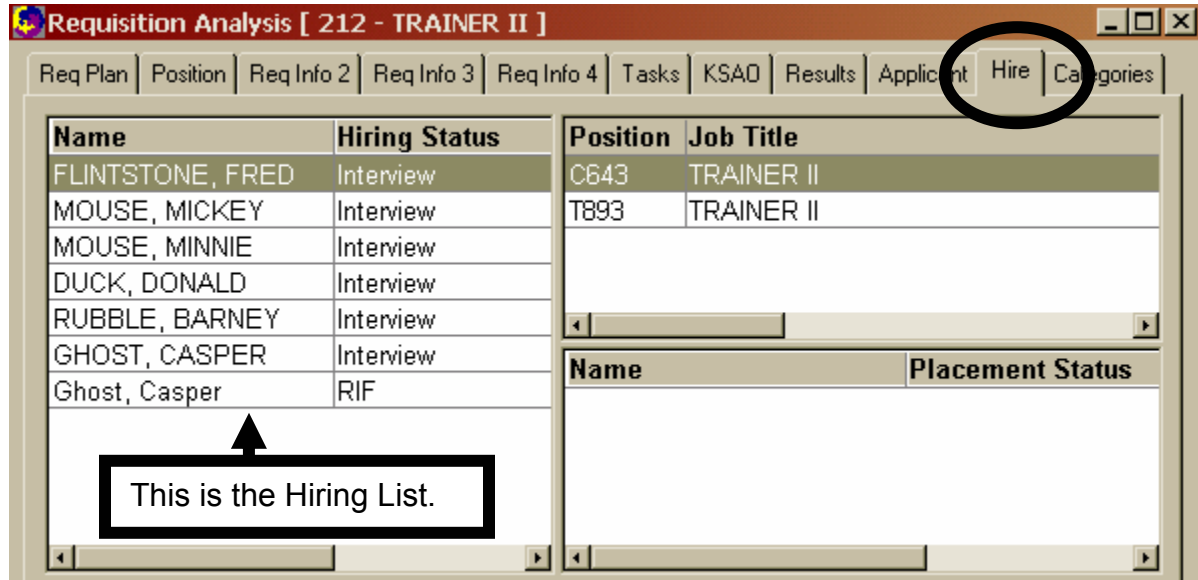
You can print all records, the current record (recipient) you have open, or certain recipients. In most case, you will select All. Then click OK. Your Print window will come up and you can click OK.



## Requisition Analysis Hire

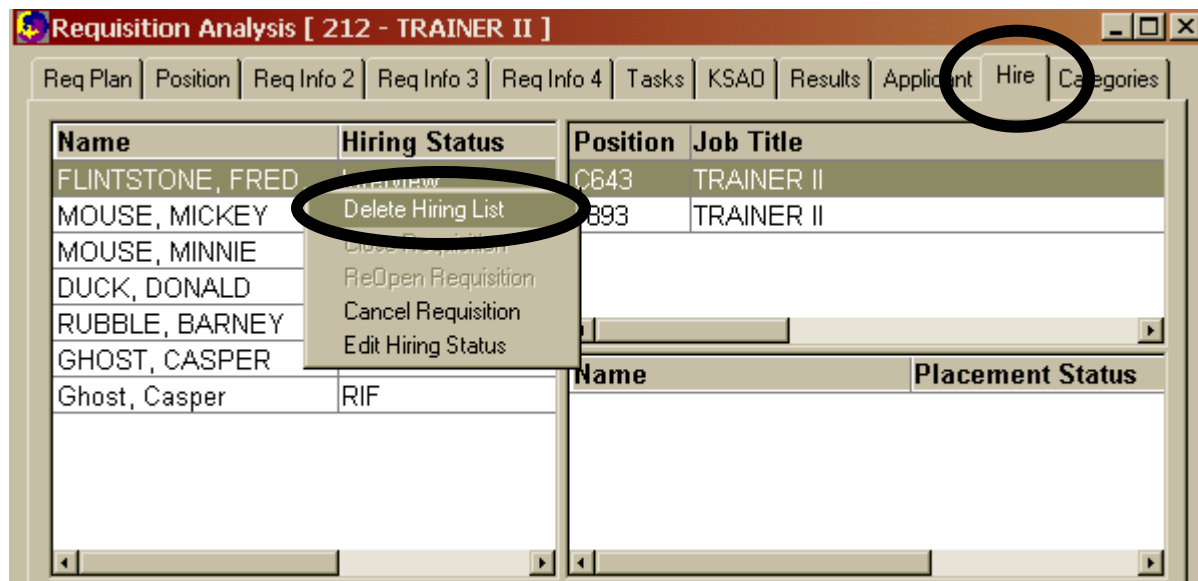
### How Do I View the Hiring List?

Click on the Hire tab. The applicants' names and Hiring Statuses are listed here. To print the hiring list, see **How Do I Print a Hiring List?**.



### How do I Delete a Hiring List?

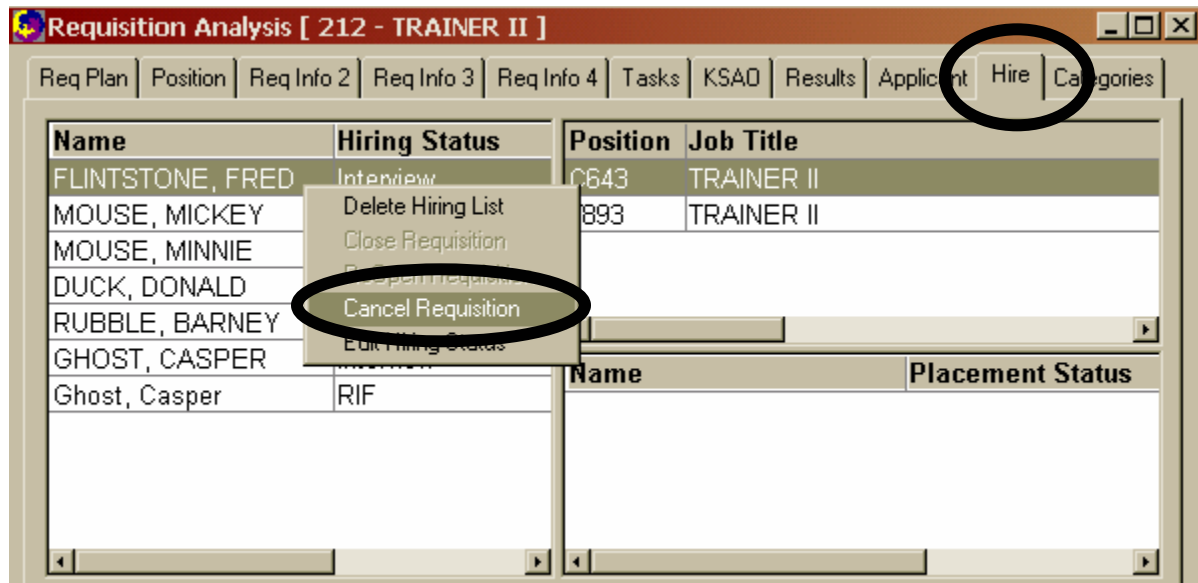
Start in the Hire tab. Right click on any applicant on the hiring list. Select Delete Hiring List. See **How do I Create a Hiring List?** to create a new hiring list.



## Requisition Approval

### How do I Cancel a Requisition?

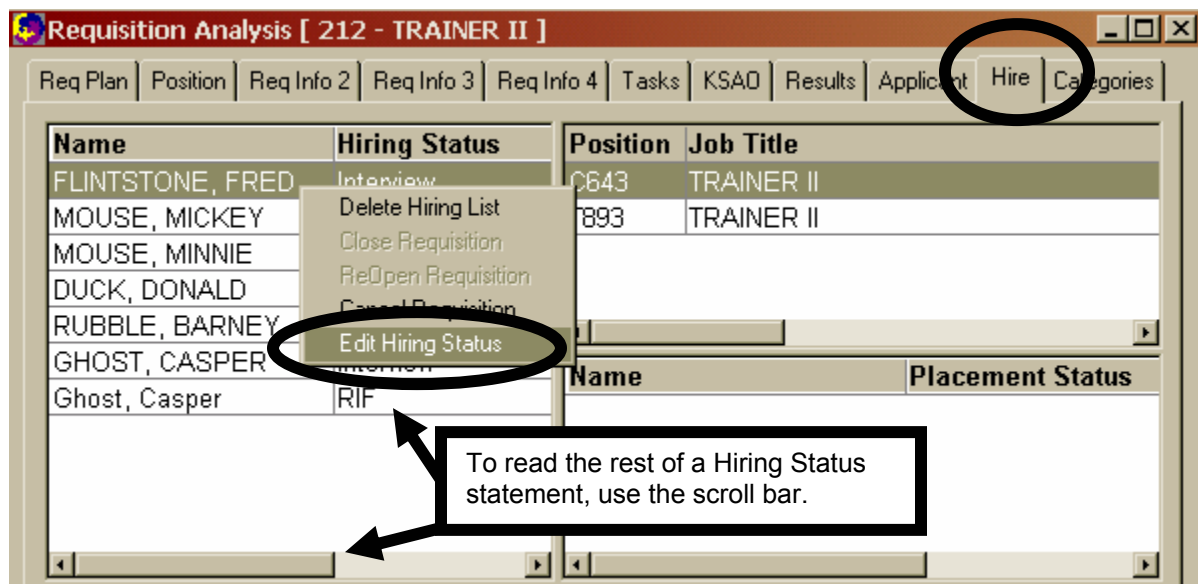
Right click anywhere in Name and Hiring Status fields. Choose Cancel Requisition. Once a requisition is cancelled, it cannot be reopened. Documentation explaining why a requisition was cancelled must be entered in Req Info 4.



### How do I Document Interview Results/ Edit the Hiring Status?

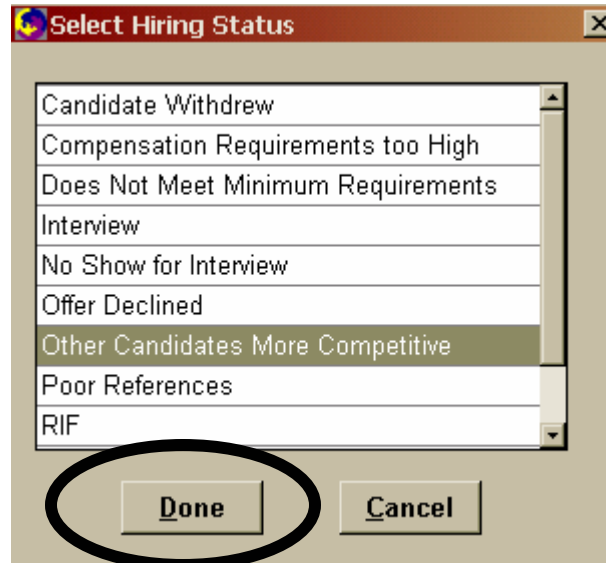
#### Documenting Interview Results

Start in the Hire tab. Document interviews as they are completed by editing the hiring status of each applicant. Select the applicant's hiring status to be edited and right click. Choose Edit Hiring Status. This will bring up the Select Hiring Status window.



## Requisition Analysis Hire

Select the desired hiring status and then click Done. This process properly documents the interview results. To further document interview results, add "Interview" as an exam in the Results tab. See **How do I Create a New Exam?**

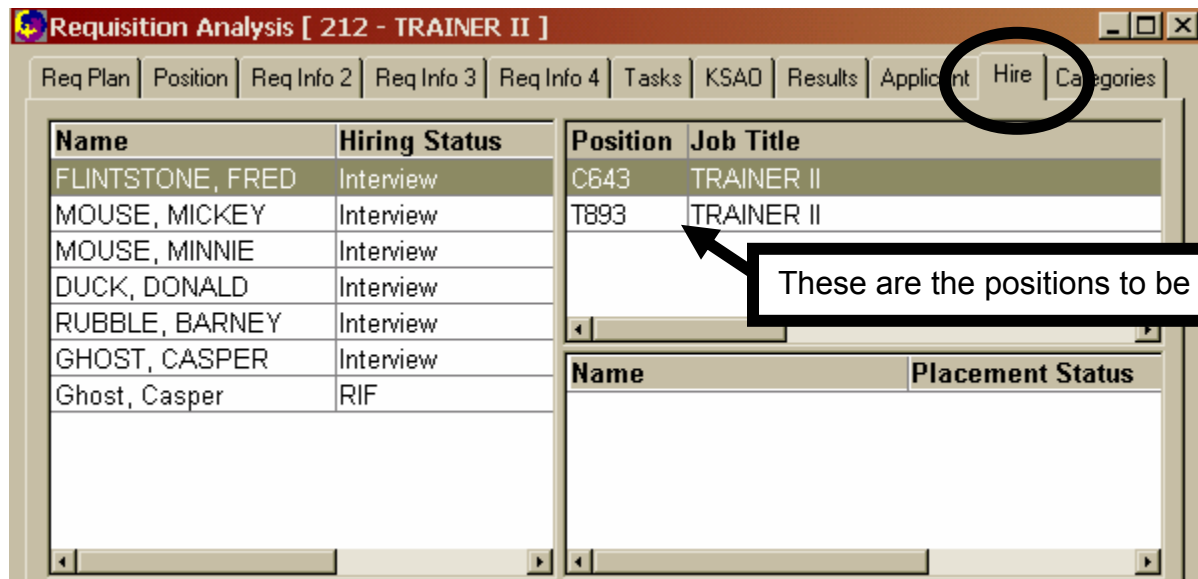


### Editing an Applicant's Hiring Status

If a RIF that does not have reappointment rights to a position, applies to the position, recruiters must edit the applicant's hiring status prior to sending the hiring list to the hiring manager. Edit the Hiring Status as described in the Documenting Interview Results section above, but choose the Interview hiring status.

### How do I Hire an Applicant?

To place the applicant selected for hire, click on the Hire tab. First, select a position to place the person in.



## Requisition Approval

Next, select the applicant to hire. Double click on the selected applicant to move it to the placement field. Repeat this process until all positions have been selected and filled.

The screenshot shows a software window titled "Requisition Analysis [ 212 - TRAINER II ]". It has a menu bar with the following options: Req Plan, Position, Req Info 2, Req Info 3, Req Info 4, Tasks, KSAO, Results, Applicant, Hire, and Categories. The main area is divided into two panes. The left pane contains a table with two columns: "Name" and "Hiring Status". The right pane contains two tables: one with "Position" and "Job Title", and another with "Name" and "Placement Status". A black arrow points from the "Interview" status of "FLINTSTONE, FRED" in the left table to the "Accepted Offer" status of "FLINTSTONE, FRED" in the right table's placement status table.

Name	Hiring Status
FLINTSTONE, FRED	Interview
MOUSE, MICKEY	Interview
MOUSE, MINNIE	Interview
DUCK, DONALD	Interview
RUBBLE, BARNEY	Interview
GHOST, CASPER	Interview
Ghost, Casper	RIF

Position	Job Title
C643	TRAINER II
T893	TRAINER II

Name	Placement Status
FLINTSTONE, FRED	Accepted Offer

## Requisition Analysis Hire

### How do I Hire a RIF?

An applicant brought to the Hire tab through the RIF Hire option appears with a RIF Hiring Status. If there is more than one position being filled with the requisition, select the appropriate position to place the RIF in. Next, select the RIF applicant and double click on it. The RIF's name moves to the Placement field and show an Accepted Offer Placement Status.

**Requisition Analysis [ 189 - TRAINER II ]**

Req Plan | Position | Req Info 2 | Req Info 3 | Req Info 4 | Tasks | KSAD | Results | Applicant | Hire | Categories

Name	Hiring Status
Rankin, Eric	RIF

Double click on the RIF shown here.

Position	Job Title
C643	TRAINER II
T893	TRAINER II

Select the position to place the RIF in here.

Name	Placement Status
Rankin, Eric	Accepted Offer

Hiring List Date: 11/7/2003      RIF Check Date: 11/7/2003  
RIF Code:      RIF Check By:  
RIF Comments: E Rankin qualified DOne

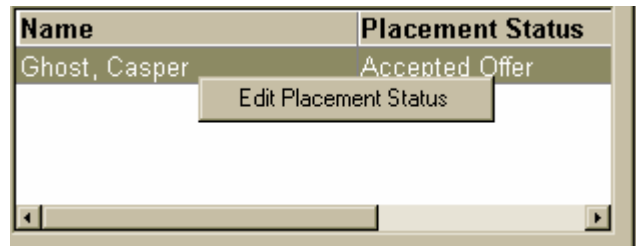
This is the recruiter's documentation from the check of the reappointment register

Finally, edit the Placement Status to show RIF. See **How do I Document Interview Results/Edit the Placement Status?**

## Requisition Approval

### How do I Edit the Placement Status?

In the Hire tab, select the Placement status to be edited and right click. Select Edit Placement Status. This will bring up the Select Placement Status Window. Click on Edit Placement Status.



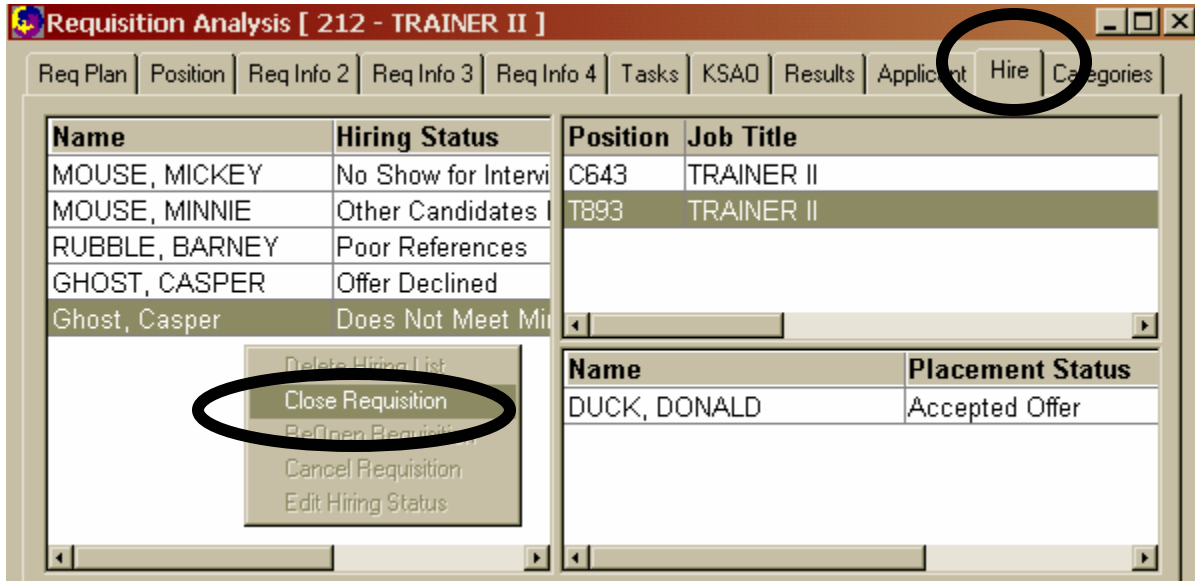
Select the new placement status and click Done. The Placement Status will change to the newly selected status.



## Requisition Analysis Hire

### How do I Close a Requisition?

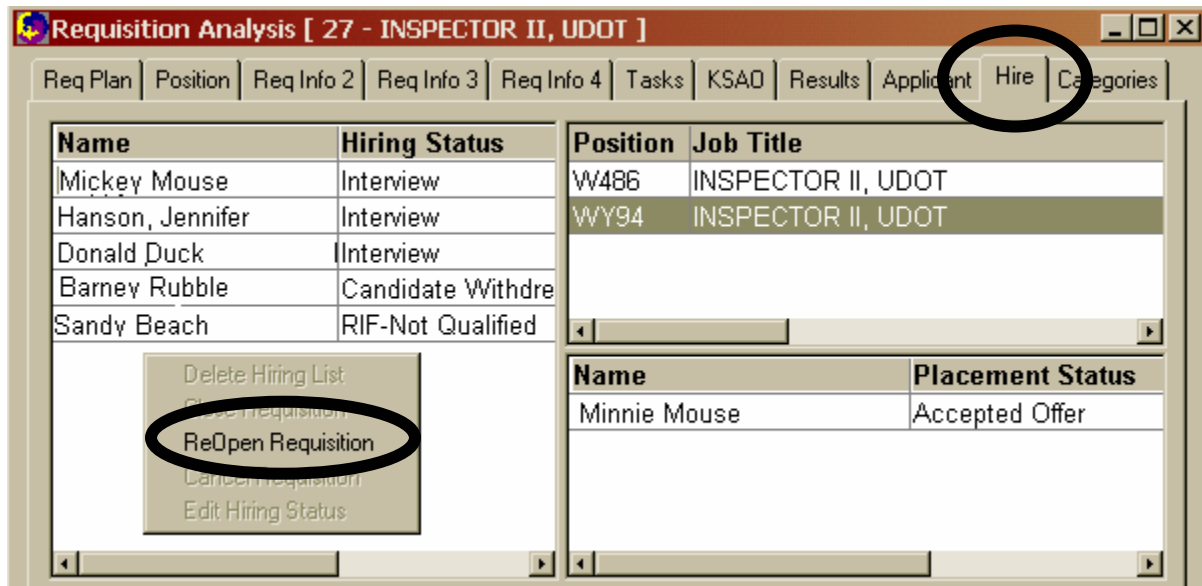
Once all positions have been filled, close the requisition. Click on the Hire tab. Right click anywhere in the hiring list area and then choose Close Requisition. The requisition status will now show Closed. Applicants on the internet will see the status as Filled.



## Requisition Approval

### How do I Reopen a Requisition?

If additional positions must be filled, a requisition can be reopened to use the same hiring list for the same job title. Click on the Hire tab. Right click in the hiring list area. Choose ReOpen Requisition. The status of the requisition will return to Hiring.



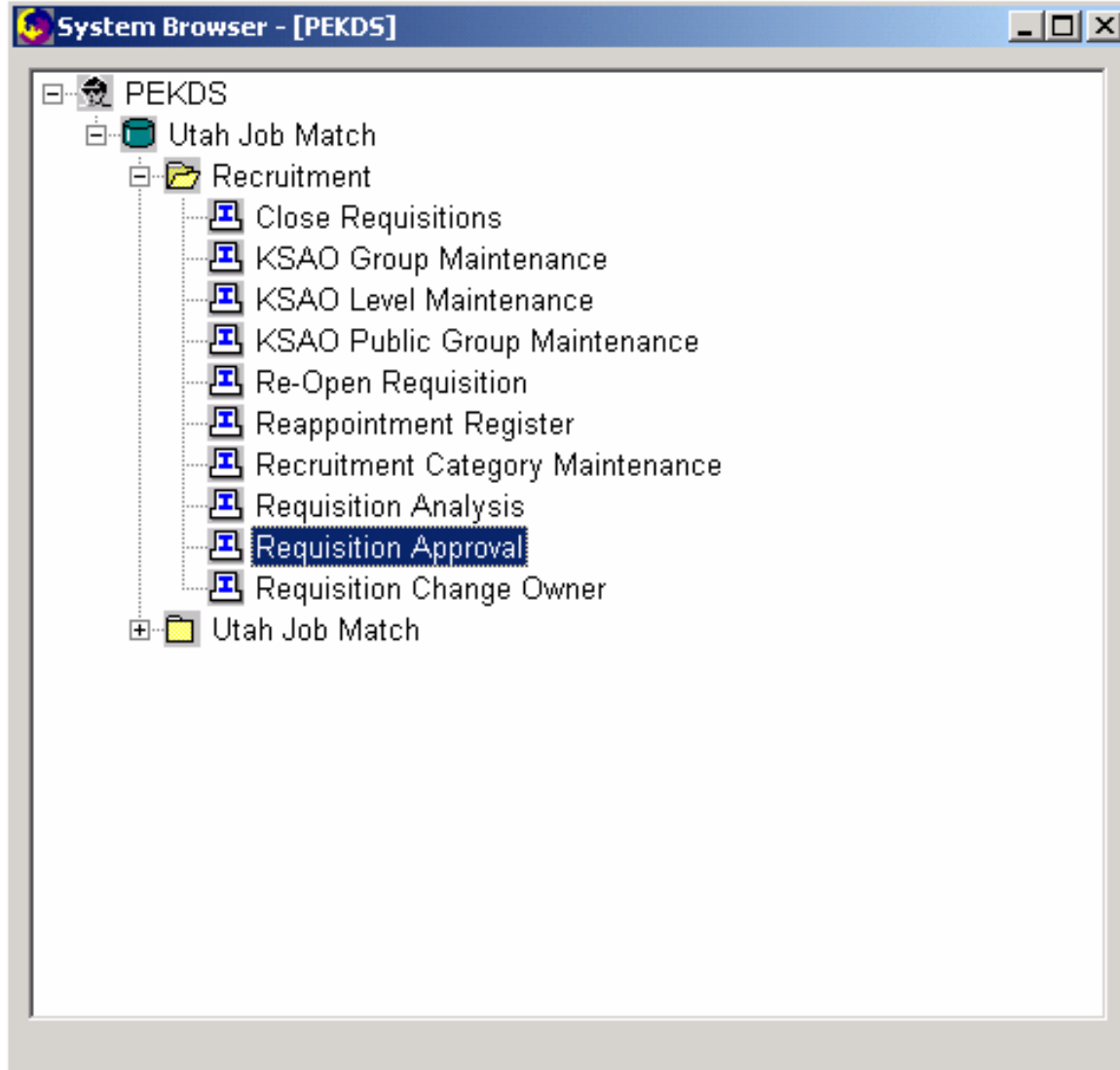
Next, go to the position window and add another position. (See **How do I Add Another Position?**) Follow the instructions for **How do I Hire an Applicant?**. When finished, close the requisition. (See **How do I Close a Requisition?**.)



### How Do I Approve a Requisition?

#### System Browser

At system browser, double click on Requisition Approval.



# Requisition Approval

## Search Field

Search for the applicable requisition by selecting ID, Title, or Agency.

## Contains Field

Search for the applicable requisition by typing in the ID, Title, Agency, or ALL.

## Search

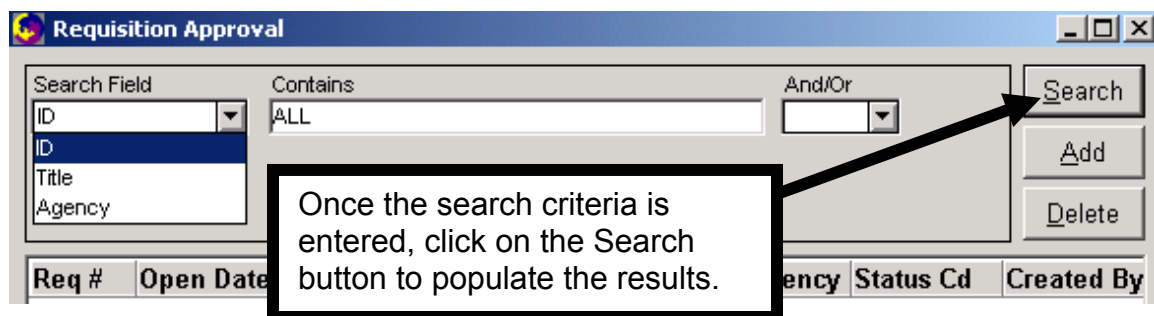
Click on the search button to pull up search results.

## Add

Add additional search criteria by clicking on this button.

## Delete

Delete search criteria by clicking on this button.

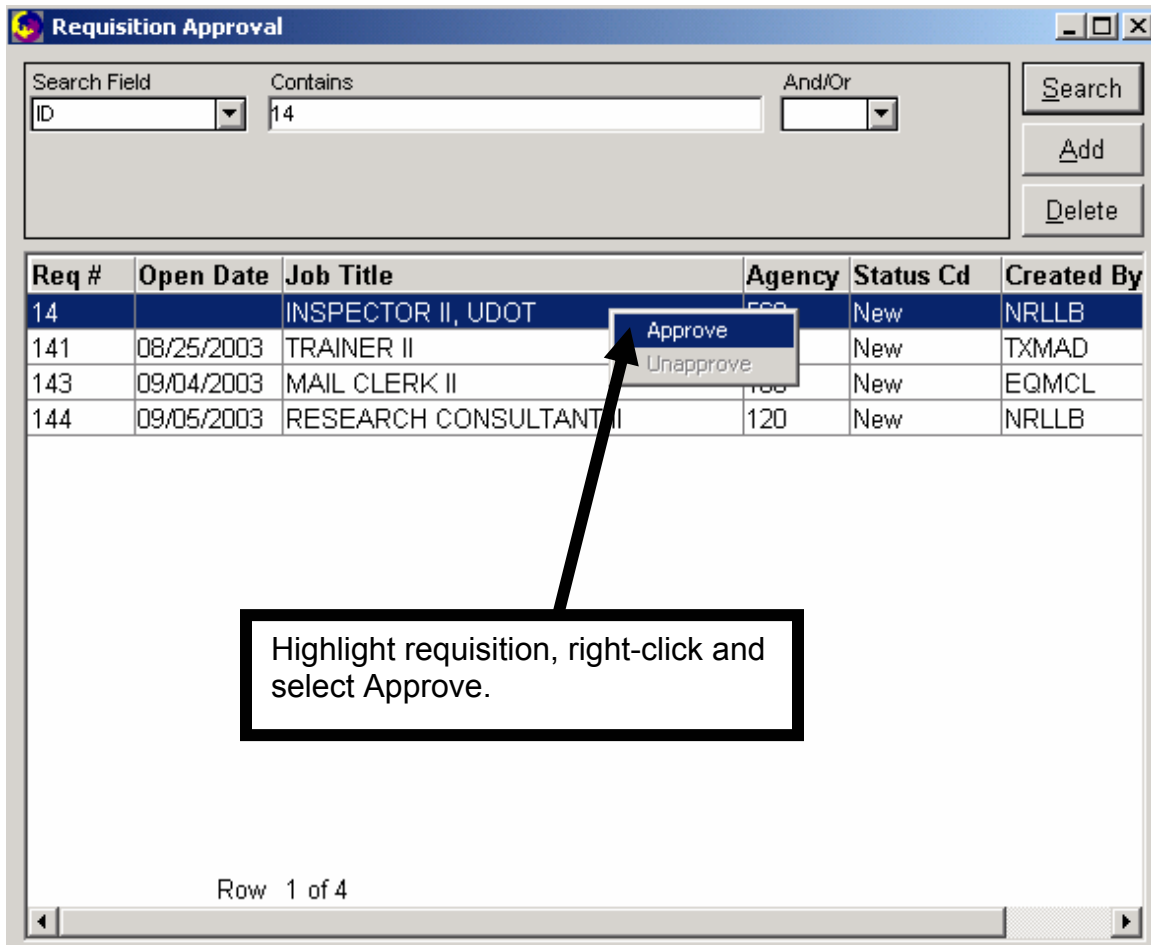


The screenshot shows a software window titled "Requisition Approval". Inside, there is a search form with three main sections: "Search Field", "Contains", and "And/Or". The "Search Field" section has a dropdown menu with "ID" selected, and a list of options below it: "ID", "Title", and "Agency". The "Contains" section has a text input field with "ALL" entered. The "And/Or" section has a dropdown menu. To the right of these fields are three buttons: "Search", "Add", and "Delete". A black callout box with a white background and a black border is positioned over the "Search" button. It contains the text: "Once the search criteria is entered, click on the Search button to populate the results." An arrow points from the callout box to the "Search" button. Below the search form, there is a table header with the following columns: "Req #", "Open Date", "Agency", "Status Cd", and "Created By".

## Requisition Approval

### Approve

Once the search results populate, highlight the correct requisition and right-click with your mouse and select Approve. Not everyone will have access to approve requisitions, but those who do have access will only have access to their own agency.



The screenshot shows a window titled "Requisition Approval". It features a search bar with a dropdown menu set to "ID" and a text field containing "14". To the right of the search bar are buttons for "Search", "Add", and "Delete". Below the search bar is a table with the following columns: "Req #", "Open Date", "Job Title", "Agency", "Status Cd", and "Created By". The table contains four rows of data. The first row is highlighted in blue. A right-click context menu is open over the first row, showing "Approve" and "Unapprove" options. An arrow points from a text box to the "Approve" option. The text box contains the instruction: "Highlight requisition, right-click and select Approve." The status bar at the bottom of the window indicates "Row 1 of 4".

Req #	Open Date	Job Title	Agency	Status Cd	Created By
14		INSPECTOR II, UDOT	500	New	NRLLB
141	08/25/2003	TRAINER II	100	New	TXMAD
143	09/04/2003	MAIL CLERK II	100	New	EQMCL
144	09/05/2003	RESEARCH CONSULTANT II	120	New	NRLLB

Row 1 of 4

# Requisition Approval

## Unapprove

Highlight the correct requisition and right-click with your mouse and select Unapprove. Not everyone will have access to unapprove requisitions, but those who do have access will only have access to their own agency.

The screenshot shows a web application window titled "Requisition Approval". It features a search bar at the top with a "Search Field" dropdown set to "ID", a "Contains" text input with "14", and an "And/Or" dropdown. To the right are "Search", "Add", and "Delete" buttons. Below the search bar is a table with the following data:

Req #	Open Date	Job Title	Agency	Status Cd	Created By
14	10/31/2003	INSPECTOR II, UDOT	500	Approved	PEKDS
141	08/25/2003	TRAINER II	100	New	TXMAD
143	09/04/2003	MAIL CLERK II	100	New	EQMCL
144	09/05/2003	RESEARCH CONSULTANT	120	New	NRLLB

A right-click context menu is open over the first row (Req # 14), displaying "Approve" and "Unapprove" options. An arrow points from a text box to the "Unapprove" option. The text box contains the instruction: "Highlight requisition, right-click and select Unapprove." At the bottom of the window, it says "Row 1 of 4".

## Reappointment Register

### Reappointment Register - What is the Reappointment Register?

The reappointment register is for: a) career service employee(s) who have been terminated due to a reduction in force (RIF) and b) Schedule A employees who are eligible to be placed on the reappointment register. (See Workforce Adjustment Plan/Reduction in Force Manual at [www.dhrm.utah.gov](http://www.dhrm.utah.gov))

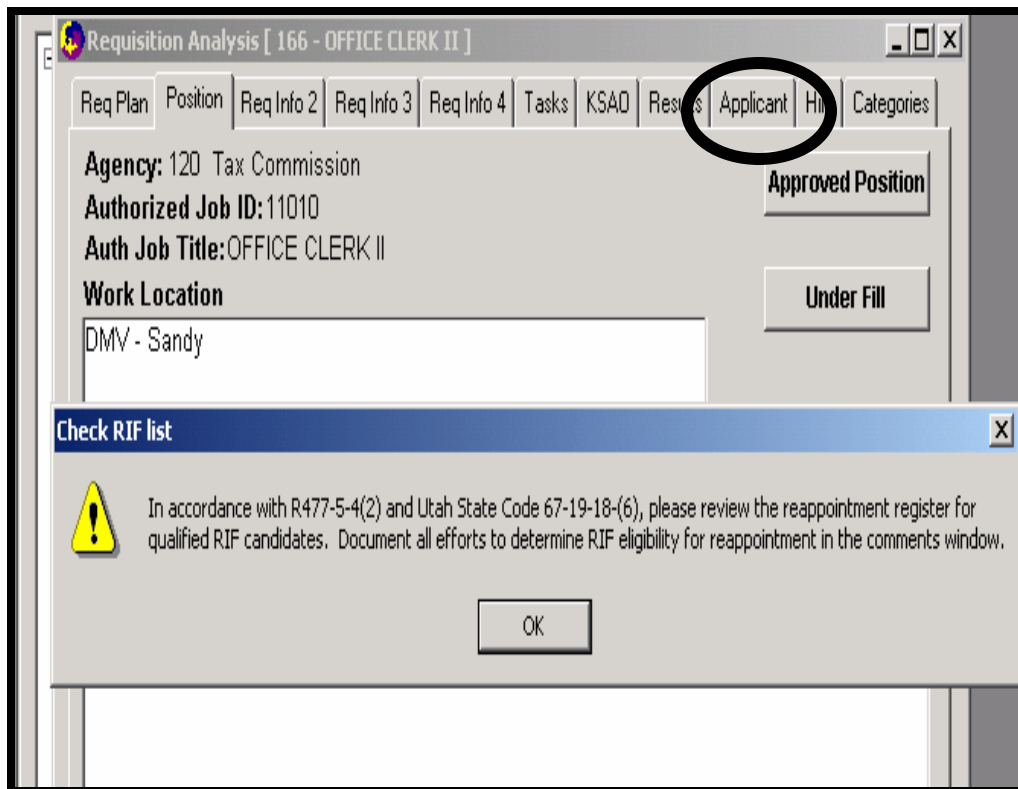
### Check the Reappointment Register – When Creating a Requisition

When creating a requisition, a message that reminds the user to check the reappointment register before proceeding will appear.

### Reappointment Message

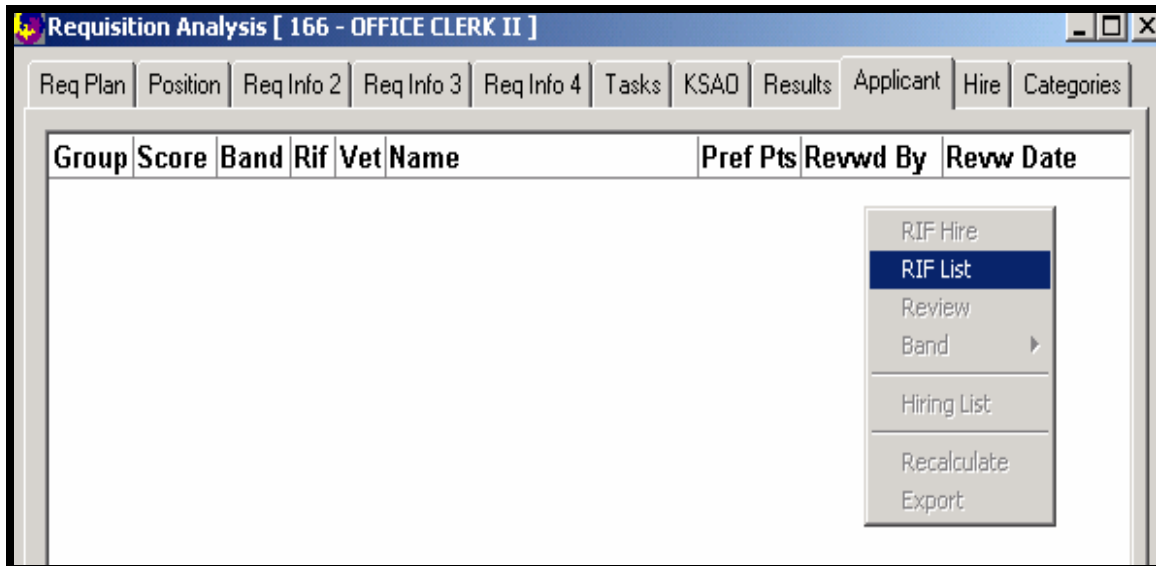
This message appears after the Approved Position is added. Follow the steps below before completing the requisition:

Click OK and go to the Applicant tab.



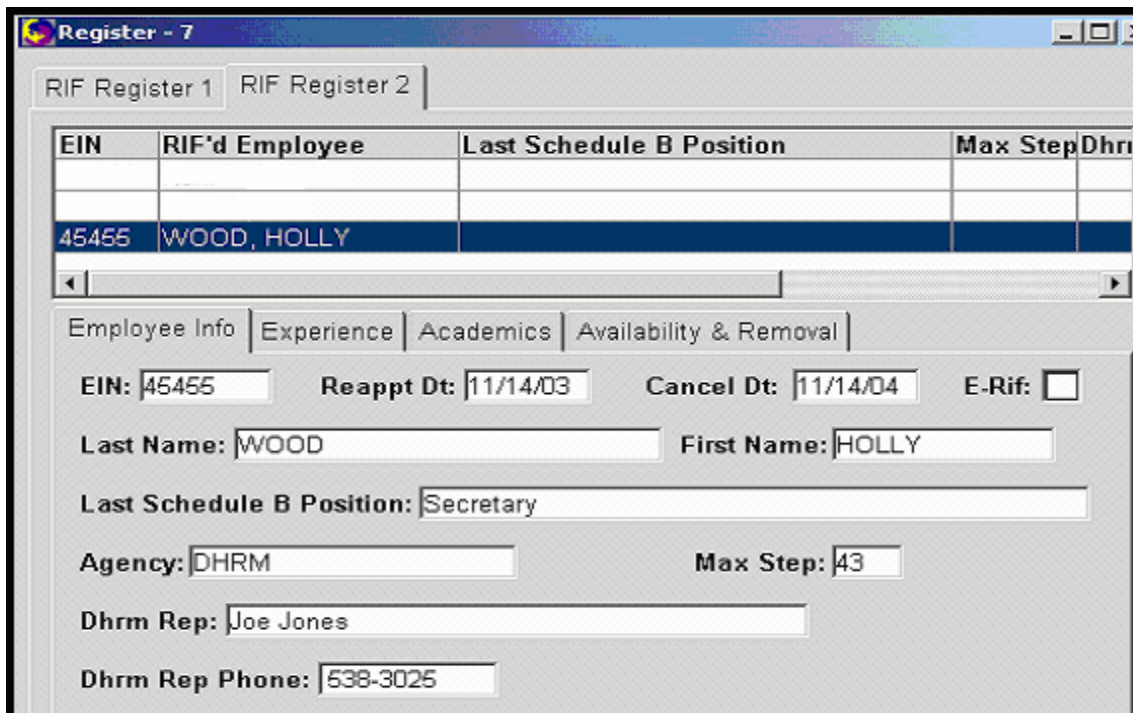
## Reappointment Register

Right click in the Applicant tab and select RIF List to review the reappointment register.



### Reviewing the Reappointment Register

Highlight individuals on the reappointment requisition to view Employee Information, Experience, Academics, Availability and Removal.



## Reappointment Register

### Employee Information

The Employee Information tab includes the Employee Identification Number, Reappointment Date, Cancel Date, E-Rif eligibility, Last and First Name, Last Schedule B Position held, Agency, Max Step, DHRM Rep and phone number.

The screenshot shows a software window titled "Register - 8 (Read-Only)". It has two tabs: "RIF Register 1" and "RIF Register 2". Below the tabs is a table with the following data:

EIN	RIF'd Employee	Last Schedule B Position	Max Step
142142	Ghost, Casper	Secretary	43

Below the table are four tabs: "Employee Info" (which is circled), "Experience", "Academics", and "Availability & Removal". The "Employee Info" tab contains the following fields:

- EIN: 142142
- Reappt Dt: 11/14/03
- Cancel Dt: 11/14/04
- E-Rif: ☐
- Last Name: Ghost
- First Name: Casper
- Last Schedule B Position: Secretary
- Agency: DHRM
- Max Step: 43
- Dhrm Rep: John Jones
- Dhrm Rep Phone: 538-3280

### Experience

The Experience Tab includes duties and experiences that the individual has performed.

The screenshot shows a software window titled "Register - 9". It has two tabs: "RIF Register 1" and "RIF Register 2". Below the tabs is a table with the following data:

EIN	RIF'd Employee	Last Schedule B Position	Max Step
142142	Ghost, Casper	Secretary	43

Below the table are four tabs: "Employee Info", "Experience" (which is circled), "Academics", and "Availability & Removal". The "Experience" tab contains the following text:

**Experience:**  
Secretary - DHRM - May.5-01 to Nov.14-03 - Exercised independent judgment in office specialties and perform complex production tasks requiring specialized office skills plus a comprehensive knowledge of pertinent rules, regulations, policies, and procedures. Served as the focal point for advanced agency-specific assignment(s). Processed a variety of agency documents by reviewing for accuracy and completeness, updating information, evaluating against policy, comparing elements for consistency or logical relationship, and otherwise taking action where such procedures may require independent judgment.

## Reappointment Register

### Academics

The Academics tab includes education, certificates, licenses, etc.

The screenshot shows the 'Register - 9' window with tabs for 'RIF Register 1' and 'RIF Register 2'. Below the tabs is a table with the following data:

EIN	RIF'd Employee	Last Schedule B Position	Max StepD
142142	Ghost, Casper	Secretary	43

Below the table are four tabs: 'Employee Info', 'Experience', 'Academics', and 'Availability & Removal'. The 'Academics' tab is selected and circled. Below the tabs, the 'Academic Information:' section contains the text 'BS degree in Communication'.

### Availability & Removal

The Availability & Removal tab includes the type of work and area that is acceptable to the individual and when they are to be removed from the reappointment register.

The screenshot shows the 'Register - 9' window with the same table as the previous image. Below the table, the 'Availability & Removal' tab is selected and circled. Below the tabs, the 'Availability Information:' section contains the text 'Available to work Full-time in Salt Lake County.' and the 'Removal Information:' section contains the text 'May be removed from the reappointment register one year from the reappointment date or if a position with an equal or greater salary range is accepted.'



## Reappointment Register

After reviewing the RIF List, click Done if no individuals meet the minimum requirements of the open position. Document the RIF review results in Req Info 4 Comments window.

If an individual on the RIF List meets the minimum requirements of a position, they must be reappointed, without examination, to any career service position which has a pay range with a maximum step equivalent to (or lower than) the maximum step of the pay range of the last career service position held.

To Copy a qualified individual from the reappointment register, highlight their information, right click, Copy and then click Done.

The screenshot shows the 'Reappointment Register' application window. At the top is a table with the following data:

EIN	RIF'd Employee	Last Schedule B Position	Max Step
142142	Ghost, Casper	Secretary	43

Below the table is a 'Copy' button. Underneath is a tabbed interface with 'Employee Info' selected. The form contains the following fields:

- EIN: 142142
- Reappt Dt: 11/14/03
- Cancel Dt: 11/14/04
- E-Rif: ☐
- Last Name: Ghost
- First Name: Casper
- Last Schedule B Position: Secretary
- Agency: DHRM
- Max Step: 43
- Dhrm Rep: John Jones
- Dhrm Rep Phone: 538-3280

A 'Done' button is located at the bottom right of the window.

## Reappointment Register

### Check the Reappointment Register – When Creating a Hiring List

At the end of the requisition process a hiring list will be created. Another message will appear to automatically take the user to the Reappointment Register.

1. Click Yes to continue or No to Cancel. Clicking Yes takes the user to the reappointment register. (A hiring list cannot be created if cancel is selected).

The screenshot shows a software window titled "Requisition Analysis [ 212 - TRAINER II ]". It has a tabbed interface with tabs for "Req Plan", "Position", "Req Info 2", "Req Info 3", "Req Info 4", "Tasks", "KSAD", "Results", "Applicant", "Hire", and "Categories". The "Applicant" tab is selected, displaying a table with the following data:

Group	Score	Band	Rif	Vet	Name	Pref Pts	Revwd By	Revw Date
1	55	Q			FLINTSTONE, FRED	25	PECLO	10/30/2003
2	47	Q			MOUSE, MICKEY		PECLO	10/30/2003

Below the table is a dialog box titled "Generate Hiring List?". It contains a question mark icon and the following text:

You are about to generate a hiring list; the following will occur:

- \* You will be taken to the RIF List and be expected to document your RIF information
- \* All applicants of this group and higher banded groups will be included
- \* In accordance with Utah State Code 71-10, twenty percent (20%) of the hiring list (or all of the qualified available vets, whichever is greater) forwarded to the hiring official for interview must be veterans.

Do you want to continue?

At the bottom of the dialog box are two buttons: "Yes" and "No".

## Reappointment Register

2. If there are no individuals that meet the requirements of the open position, proceed with the hiring list.
3. If an individual meets the requirements of the open position, copy the employee to the requisition by highlighting their information, right clicking and hitting Copy.

The screenshot shows the 'Reappointment Register' window. At the top is a table with columns: EIN, RIF'd Employee, Last Schedule B Position, Max Step, and a dropdown. The first row is highlighted with EIN 142142, RIF'd Employee Ghost, Casper, Last Schedule B Position Secretary, and Max Step 43. Below the table is a 'Copy' button. Underneath are tabs for Employee Info, Experience, Academics, and Availability & Removal. The Employee Info tab is active, showing fields for EIN (142142), Reappt Dt (11/14/03), Cancel Dt (11/14/04), E-Rif (checkbox), Last Name (Ghost), First Name (Casper), Last Schedule B Position (Secretary), Agency (DHRM), Max Step (43), Dhrm Rep (John Jones), and Dhrm Rep Phone (538-3280). A 'Done' button is at the bottom right.

4. The RIF Check Documentation box will automatically appear to document results of the RIF review. Click Done. If the Cancel button is selected, a Warning indicating the user must document the RIF review will appear.

The screenshot shows the 'RIF Check Documentation' window. It has a 'Rif Cd' dropdown set to 'No Qualified'. Below are fields for 'Rif Check Dt' (11/14/2003) and 'Rif Check By' (PEJKB). A 'Rif Comments' text area contains the text: 'There were not any qualified candidates on the RIF List.' At the bottom are 'Done' and 'Cancel' buttons. A 'Warning' dialog box is overlaid at the bottom, with a question mark icon and the text: 'Hiring list will not be generated until RIF has been documented, do you wish to continue?'. It has 'Yes' and 'No' buttons. An arrow points from the 'Cancel' button in the RIF window to the 'Warning' dialog box.

## Reappointment Register

If an individual meets the requirements of the position, highlight the information, right click, copy and then click Done.

The Reappointment Register window displays a table with the following data:

EIN	RIF'd Employee	Last Schedule B Position	Max Step
142142	Ghost, Casper	Secretary	43

Below the table is a 'Copy' button. The window also features tabs for 'Employee Info', 'Experience', 'Academics', and 'Availability & Removal'. The 'Employee Info' tab is active, showing the following details:

**EIN:** 142142    **Reappt Dt:** 11/14/03    **Cancel Dt:** 11/14/04    **E-Rif:** ☐

**Last Name:** Ghost    **First Name:** Casper

**Last Schedule B Position:** Secretary

**Agency:** DHRM    **Max Step:** 43

**Dhrm Rep:** John Jones

**Dhrm Rep Phone:** 538-3280

A 'Done' button is located at the bottom right of the window.

The individual's information is copied to the open requisition.

The Requisition Analysis [ 212 - TRAINER II ] window displays a table with the following data:

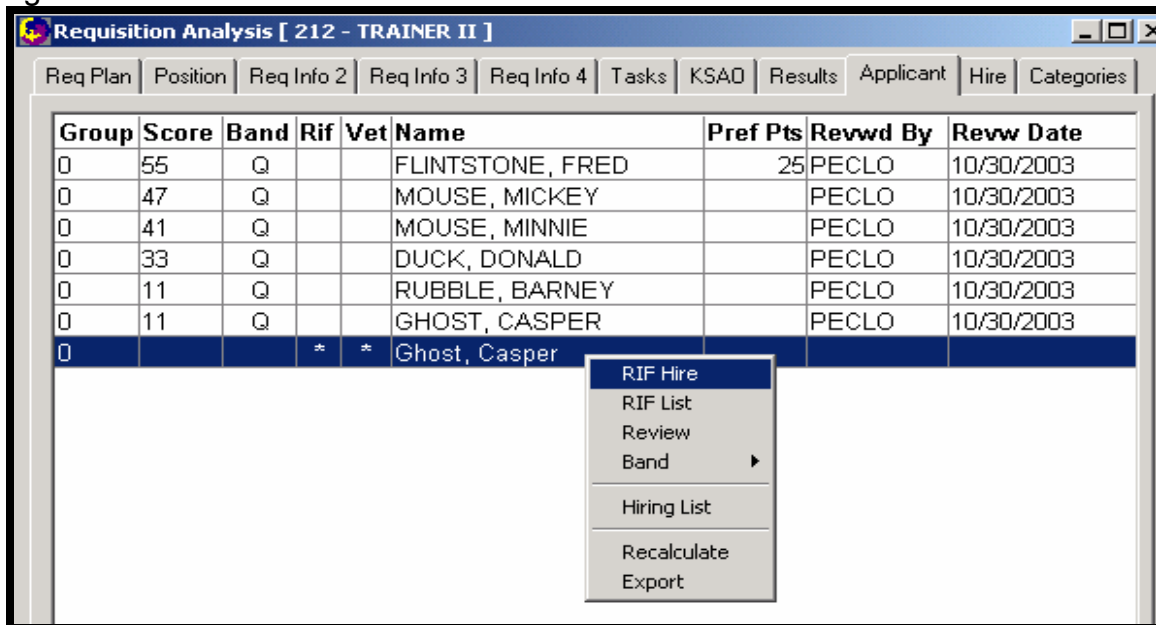
Group	Score	Band	Rif	Vet	Name	Pref Pts	Revwd By	Revw Date
0	55	Q			FLINTSTONE, FRED	25	PECLO	10/30/2003
0	47	Q			MOUSE, MICKEY		PECLO	10/30/2003
0	41	Q			MOUSE, MINNIE		PECLO	10/30/2003
0	33	Q			DUCK, DONALD		PECLO	10/30/2003
0	11	Q			RUBBLE, BARNEY		PECLO	10/30/2003
0	11	Q			GHOST, CASPER		PECLO	10/30/2003
0			*	*	Ghost, Casper			

## Reappointment Register

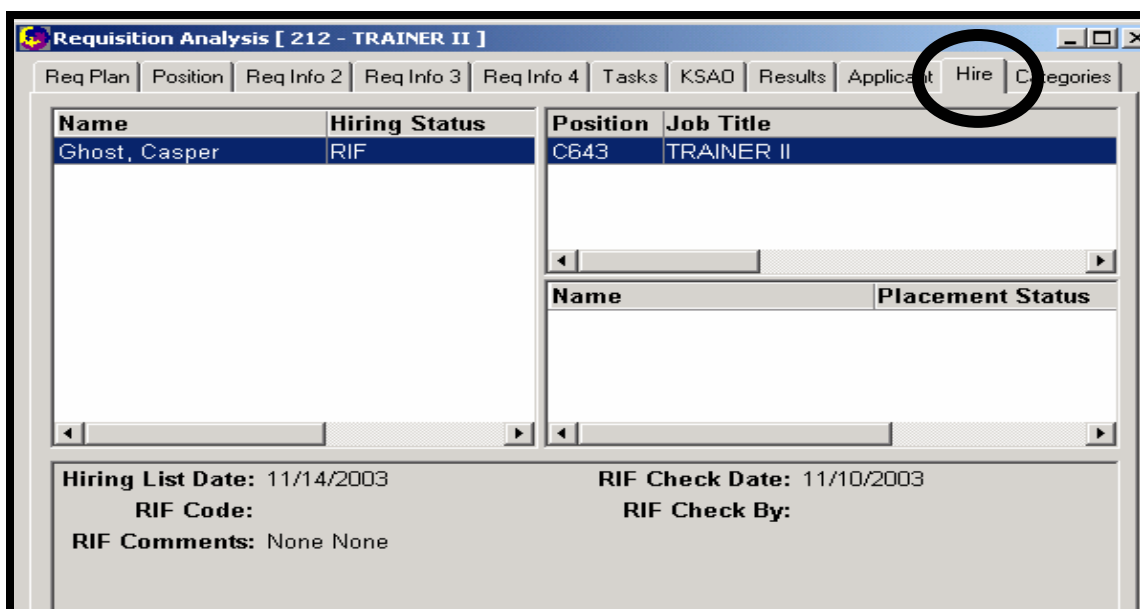
### Hiring a RIF

If an individual on the RIF List meets the requirements of a position, they must be reappointed, without examination, to any career service position which has a pay range with a maximum step equivalent to (or lower than) the maximum step of the pay range of the last career service position held.

To hire an individual from the Reappointment Register, highlight the applicant, right click and select RIF Hire.

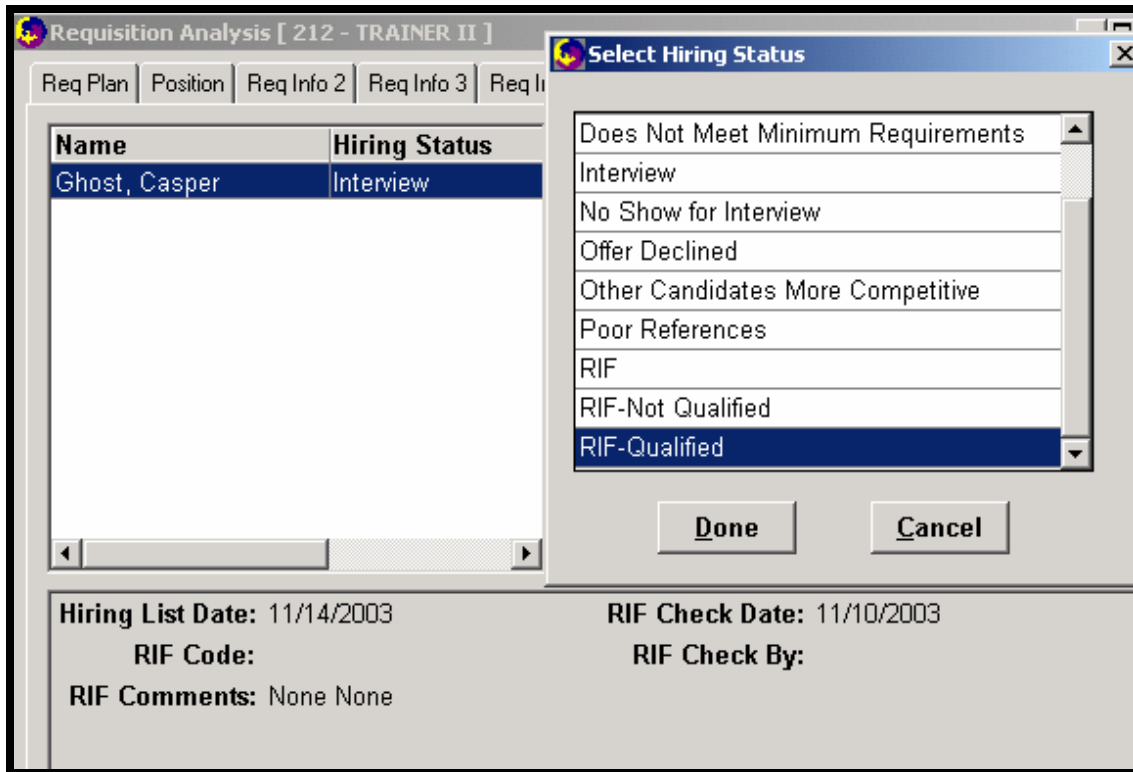


The individual is automatically moved to the Hire Tab. The Position and Job Title will automatically populate from the Approved Position selected when creating the requisition. See the Requisition Analysis Position section.

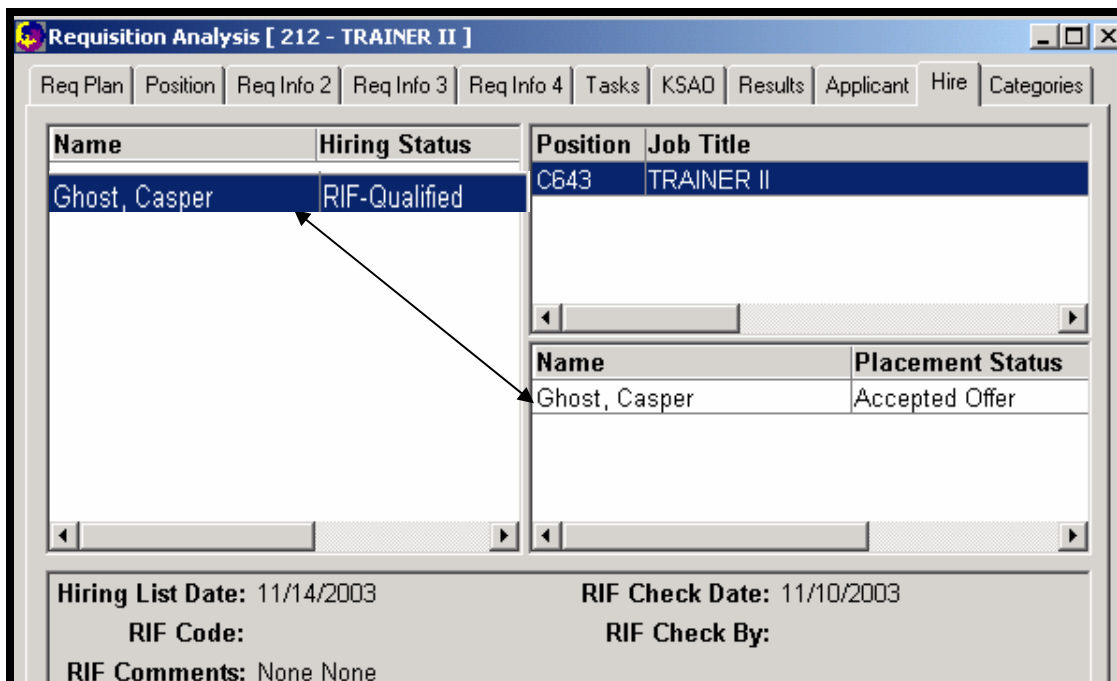


## Reappointment Register

To edit the hiring status highlight the individual and right click. Select the RIF-Qualified status and click Done. See How Do I Edit a Placement Status?



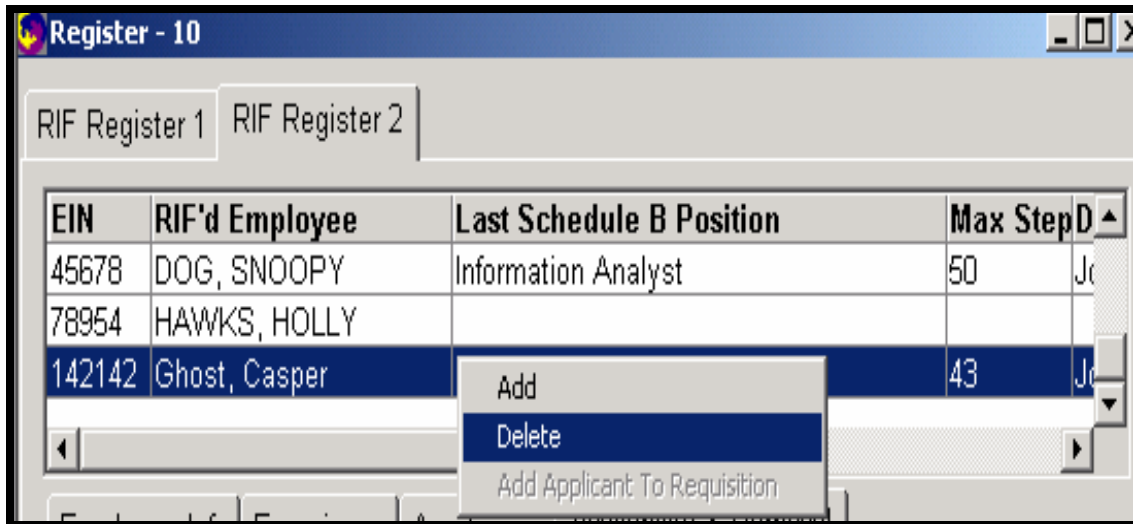
To hire a RIF'd individual, double click on their information to move them to the bottom right of the screen. The Placement Status will show Accepted Offer.



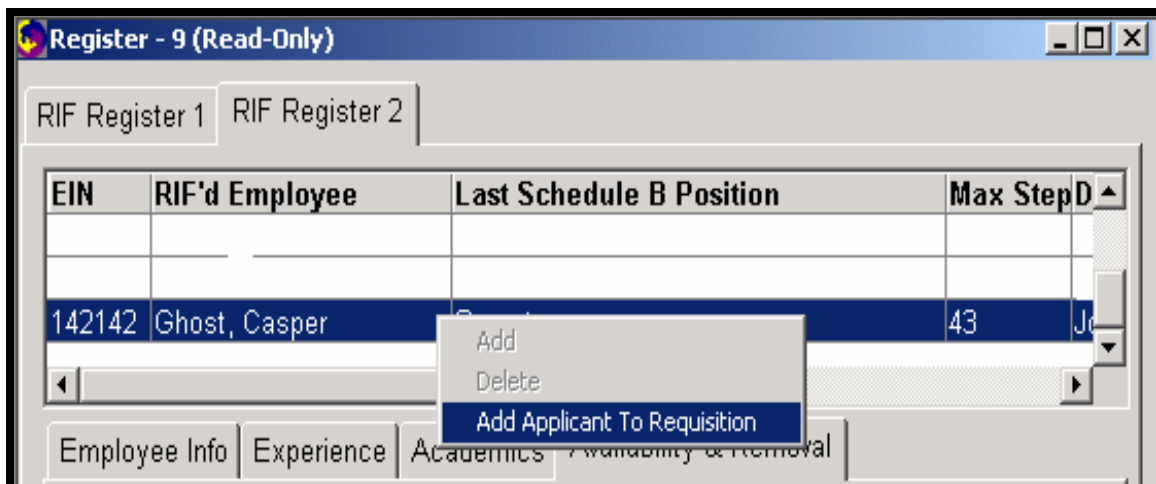
## Reappointment Register

DHRM will delete individuals off of the reappoint register for the following reasons:

1. An individual on the RIF List is reappointed, without examination, to any career service position which has a pay range with a maximum step equivalent to (or lower than) the maximum step of the pay range of the last career service position held. **Note:** An E-RIF is eligible to remain on the reappointment register until placed in a career service position with an equivalent salary range to the last career service position held.
2. The Cancel Date for the individual is met.
3. The individual requests in writing to be removed from the reappointment register.



DHRM can add qualified individuals to an open requisition by highlighting the information and right clicking. Click on Add Applicant to Requisition.



## Reappointment Register

A window will populate to search for the requisition to add the RIF'd employee to. The Search field will allow a search by Requisition ID or Job Title. Enter the Requisition ID or Job Title and Click the Search button. The requisition information will automatically populate. Click Done.

Search field	Contains (case sensitive)	And/Or
Requisition ID	212	
Requisition ID		
Job Title		

d Date	Status	Job Title
04/2003	Interviewing	TRAINER II

## Printing RIF Report

Users can only access the reappointment register Report through an open requisition. Select reports on the menu bar and then RIF List Report. For more information, see the Report section.

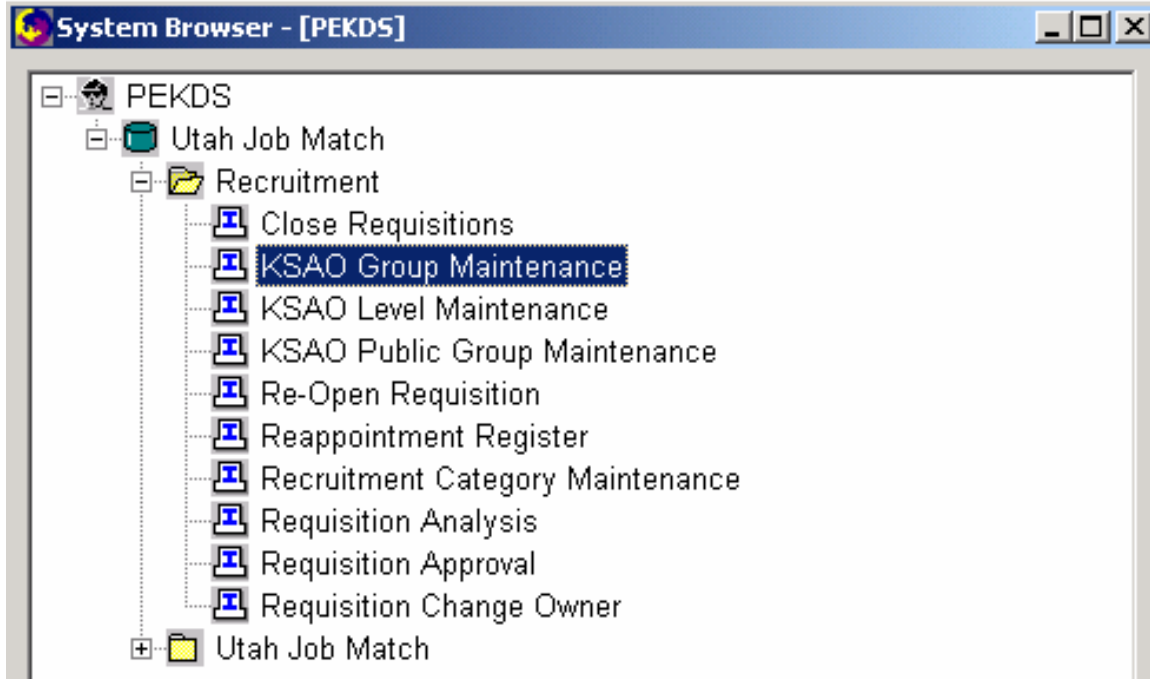


## KSAO Group Maintenance

### How Do I Perform KSAO (Knowledge, Skills, Abilities, and Other) Group Maintenance?

#### System Browser

At the system browser, double click KSAO Group Maintenance.



#### KSAO Group Maintenance

Clicking on the KSAO Group Maintenance browser will take you to a window called the KSAO Level Groups window. In this window, the group name, corresponding levels, and ratings can be viewed by using the scroll down bar in each section to view the options.

## KSAO Group Maintenance

Group Name	Effective Date	Status
Experience/Knowledge Level	08/06/2003	Active
Yes/No	08/06/2003	Active
Pass/Fail	08/06/2003	Active
Education Level	08/19/2003	Active
Years Experience	08/20/2003	Active

Available		Group Levels	
Level		Rating	Level
YES		5	SENIOR LEVEL
NO		3	WORKING LEVEL
ENTRY LEVEL		1	ENTRY LEVEL
WORKING LEVEL		0	NONE
SENIOR LEVEL			
SUPERVISORY LEVEL			
PASS			

The Levels listed in this Group Level box are associated with the KSAO Group Name of Experience/Knowledge Level highlighted at the top of this screen shot. The Ratings are listed to the left of each level.

### Adding New Groups

Add additional groups by right-clicking on any group name and clicking Add. Next, follow the steps under **Editing New Group**. The ability to add Group Levels, created in the KSAO Group Maintenance browser, to an active recruitment is dependent upon the Recruitment Type that is selected in the Requisition Plan tab, see further explanation under **Recruitment Type**.

## KSAO Group Maintenance

Group Name	Effective Date	Status
Experience/Knowledge Level	08/06/2003	Active
Yes/No	08/06/2003	Active
Pass/Fail	08/06/2003	Active
Education Level		
Years Experience		

Available

Level
YES
NO
ENTRY LEVEL
WORKING LEVEL
SENIOR LEVEL
SUPERVISORY LEVEL
PASS

Group Levels

Rating	Level
5	SENIOR LEVEL
3	WORKING LEVEL
1	ENTRY LEVEL
0	NONE

Save Done

## Recruitment Type

In the Req Plan Tab, If the recruiter selects “Internal” as the Recruitment Type, then the recruiter will have access to any KSAO Group levels that were created by that agency and org as well as Public Group Levels that were created by DHRM (Department of Human Resource Management). If the recruiter selects “State” or “Public” as the Recruitment type, then only Group Levels created in the KSAO Public Group Maintenance (DHRM Only) window can be accessed.

Requisition Analysis [ 230 - ]

Req Plan Position Req Info 2 Req Info 3 Req Info 4 Tasks KSAO Results Applicant Hire Categories

Requisition ID 230 Posting Open Date ...

Status New Posting End Date ...

Recruitment Type Public

This position may Internal State Public

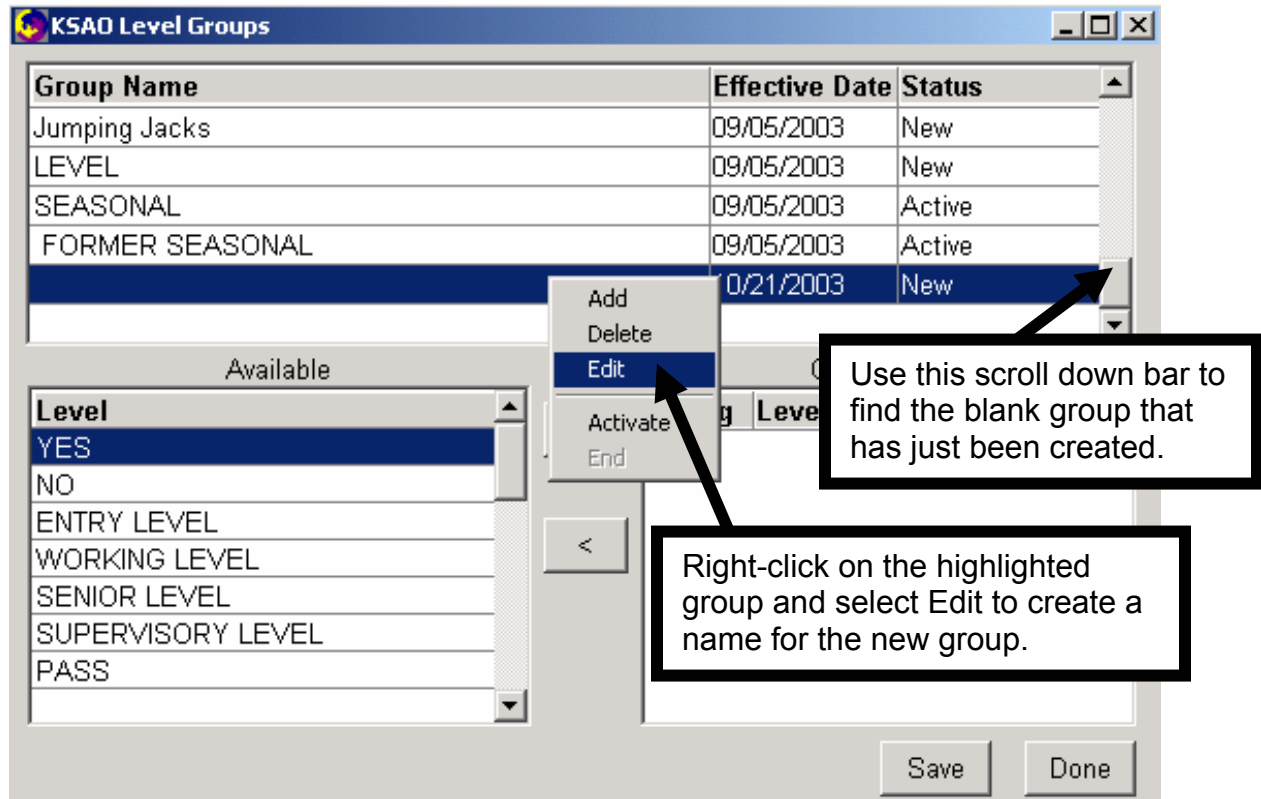
Recruiter Name Public

career service at a later date ☐

## KSAO Group Maintenance

### Editing New Group

Once a new group has been added, use the scroll down bar to find the blank group that was added. Highlight the blank group, right-click on that group, and select Edit. Next, follow the steps under **Edit Window**.



## KSAO Group Maintenance

### Edit Window

The edit window allows input of the Group Name, Effective Date, and Ended Date. In addition, the status and creator of the KSAO group can be viewed. Once the information has been entered, click Done to go back to the main screen. Next, follow the steps for **Associating Levels to Group Name**.

**KSAO Level Groups**

Group Name

Effective Date

Status

Ended Date

Created By

**Done**

Enter Group Name and Effective Date here. Can also enter an Ended Date when applicable. Click on Done when finished.

Available

Level
YES
NO
ENTRY LEVEL
WORKING LEVEL
SENIOR LEVEL
SUPERVISORY LEVEL
PASS

> <

Group Levels

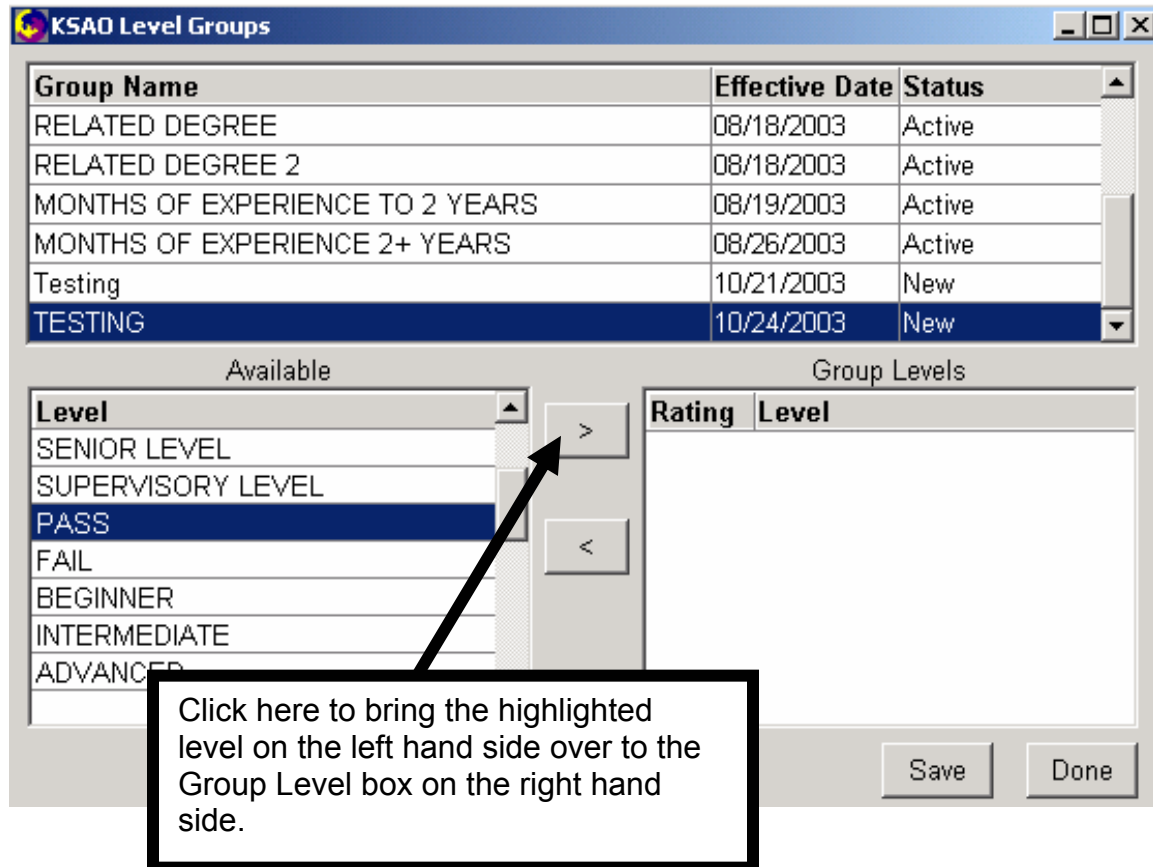
Rating	Level
--------	-------

Save Done

## KSAO Group Maintenance

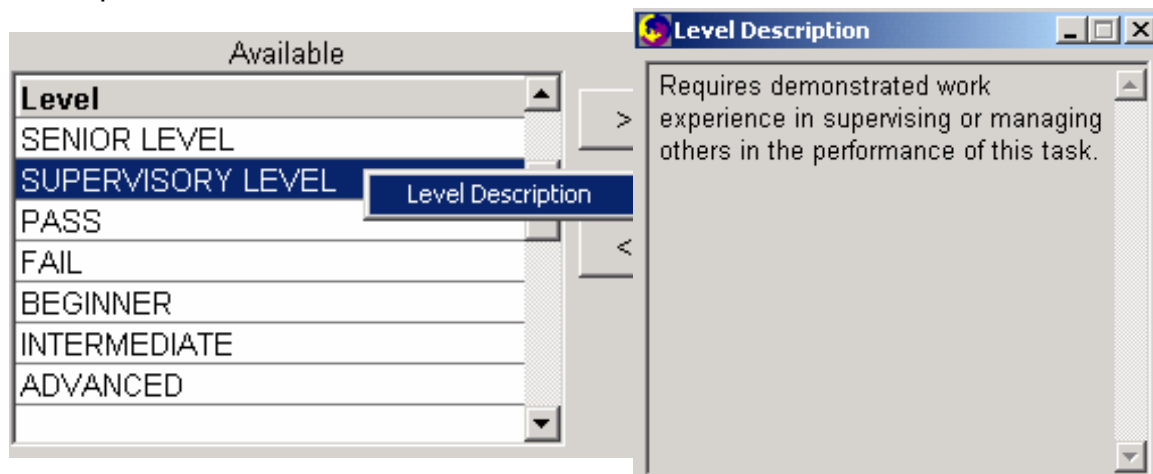
### Associating Levels to Group Name

The example below shows that a new Group Name has been added called TESTING. Highlight the TESTING group and select a level listed in the lower lefthand box. Once a Level has been selected, click on the > button to copy that Level to the Group Levels box in the lower righthand side. Select all applicable levels.



### Level Description

Each level has a description to determine whether it is applicable to the Group Name. To view the description, right-click on the highlighted level and click Level Description.



## KSAO Group Maintenance

### Rating

Once all levels have been selected, input a rating into the rating box for each Level. Ratings can vary such as 0-5, or 0 and 50, or 0-2. The number of levels selected will determine the ratings. One level must always equal zero as this would show that an applicant is not qualified for that KSAO. It is suggested that other rating scores remain lower than 10 so as not to skew the final score.

The screenshot shows the 'KSAO Level Groups' window. At the top, a table lists group names, effective dates, and statuses. Below this, there are two main sections: 'Available' and 'Group Levels'. The 'Available' section has a list of levels: YES, NO, ENTRY LEVEL, WORKING LEVEL, SENIOR LEVEL, SUPERVISORY LE, and PASS. The 'Group Levels' section has a table with 'Rating' and 'Level' columns. The 'Rating' column has values 5 and 0, and the 'Level' column has values PASS and FAIL. A callout box points to the 'Rating' column with the text: 'Enter the Rating scores here, one of the scores must be zero, the other scores can be whatever you want. Click on Save.' The 'Save' button is circled at the bottom right.

Group Name	Effective Date	Status
LEVEL	09/05/2003	New
SEASONAL	09/05/2003	Active
FORMER SEASONAL	09/05/2003	Active
Testing	10/21/2003	Ended
TESTING	10/21/2003	New

Level
YES
NO
ENTRY LEVEL
WORKING LEVEL
SENIOR LEVEL
SUPERVISORY LE
PASS

Rating	Level
5	PASS
0	FAIL

Enter the Rating scores here, one of the scores must be zero, the other scores can be whatever you want. Click on Save.

Save Done

### Removing Levels from Group Name

If a Level is copied to the Group Level window, on the lower righthand side, in error, then highlight that level and click on the < button to bring that Level back over to the Level box on the lower lefthand side. Once all the levels and ratings have been added, click the Save button, then click Done.

The screenshot shows the 'KSAO Level Groups' window. The 'Available' section has a list of levels: YES, NO, ENTRY LEVEL, WORKING LEVEL, SENIOR LEVEL, SUPERVISORY LEVEL, and PASS. The 'Group Levels' section has a table with 'Rating' and 'Level' columns. The 'Rating' column has values 5 and 0, and the 'Level' column has values PASS and FAIL. A callout box points to the '<' button between the 'Available' and 'Group Levels' sections with the text: 'To remove a level, Click here to bring the highlighted level on the right hand side over to the Available box on the left hand side.' The 'Save' and 'Done' buttons are at the bottom right.

Level
YES
NO
ENTRY LEVEL
WORKING LEVEL
SENIOR LEVEL
SUPERVISORY LEVEL
PASS

Rating	Level
5	PASS
0	FAIL

To remove a level, Click here to bring the highlighted level on the right hand side over to the Available box on the left hand side.

Save Done

## KSAO Group Maintenance

### Activating Group Name

Once all levels have been selected and rated, the Group Name should be activated. To activate the Group Name, highlight the group, right-click, and select activate. This will change the Status from New to Active.

The screenshot shows the 'KSAO Level Groups' application window. At the top, a table lists existing groups with columns for Group Name, Effective Date, and Status. The 'TESTING' group is highlighted in blue. A right-click context menu is open over the 'TESTING' row, showing options: Add, Delete, Edit, Activate (highlighted in blue), and End. Below the table, the 'Available' section contains a list of levels: YES, NO, ENTRY LEVEL, WORKING LEVEL, SENIOR LEVEL, SUPERVISORY LEVEL, and PASS. The 'YES' level is selected. Between the 'Available' and 'Group Levels' sections are two arrow buttons, '>' and '<'. The 'Group Levels' section contains a table with columns 'Rating' and 'Level'. It shows two entries: Rating 5 for PASS and Rating 0 for FAIL. At the bottom right of the window are 'Save' and 'Done' buttons.

Group Name	Effective Date	Status
LEVEL	09/05/2003	New
SEASONAL	09/05/2003	Active
FORMER SEASONAL	09/05/2003	Active
Testing	10/21/2003	Ended
TESTING	10/21/2003	New

Level
YES
NO
ENTRY LEVEL
WORKING LEVEL
SENIOR LEVEL
SUPERVISORY LEVEL
PASS

Rating	Level
5	PASS
0	FAIL



## KSAO Group Maintenance

### Ending Group Name

To end a Group Name, highlight the name, right-click and select End. This will change the Status from Active to Ended.

The screenshot shows the 'KSAO Level Groups' window. A right-click context menu is open over the 'Experience/Knowledge Level' group. The menu options are: Add, Delete, Edit, Activate, and End. The 'End' option is highlighted. Below the main table, there are two sections: 'Available' and 'Group Levels'. The 'Available' section has a list box with 'Level' as the header, containing 'YES', 'NO', 'ENTRY LEVEL', 'WORKING LEVEL', 'SENIOR LEVEL', 'SUPERVISORY LEVEL', and 'PASS'. The 'Group Levels' section has a table with 'Rating' and 'Level' columns, containing rows for 5 (SENIOR LEVEL), 3 (WORKING LEVEL), 1 (ENTRY LEVEL), and 0 (NONE). At the bottom right are 'Save' and 'Done' buttons.

Group Name	Effective Date	Status
Experience/Knowledge Level	8/06/2003	Active
Yes/No	8/06/2003	Active
Pass/Fail	8/06/2003	Active
Education Level	8/19/2003	Active
Years Experience	8/20/2003	Active

Level
YES
NO
ENTRY LEVEL
WORKING LEVEL
SENIOR LEVEL
SUPERVISORY LEVEL
PASS

Rating	Level
5	SENIOR LEVEL
3	WORKING LEVEL
1	ENTRY LEVEL
0	NONE

Save Done

## Reports

### What Reports are Available?

#### Requisition Analysis

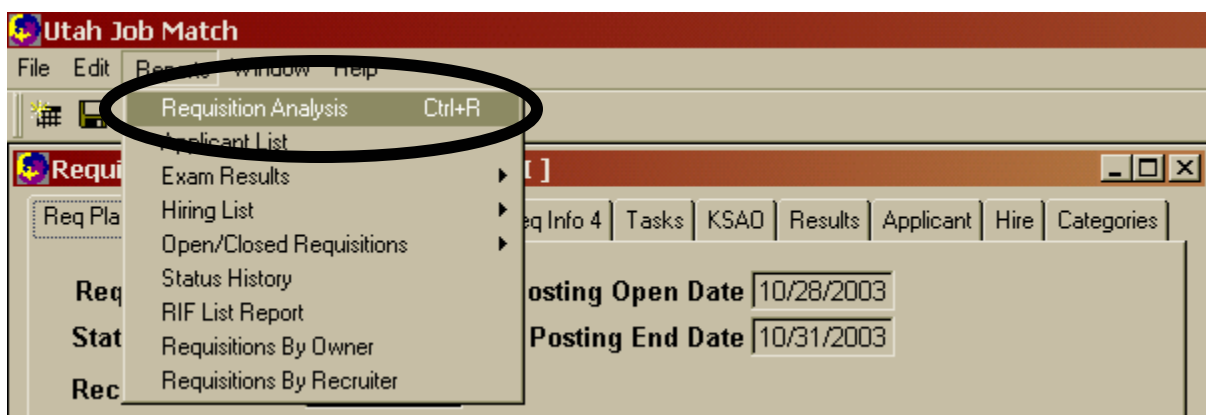
The Requisition Analysis provides an overall picture of the requisition. The Requisition Analysis report displays the following:

- Administrative data (recruiter's name, agency information, etc.)
- Attached positions
- Tasks
- Exams
- KSAOs
- KSAO weights and required/desired designation
- Recruiter's questions/statements and levels attached
- Travel Required, Working Conditions, and On Call Comments
- Recruitment Plan
- Comments

Open the appropriate requisition and select Reports from the main menu bar.



Select Requisition Analysis. The report will open in its own window.



See **How Do I Print a Report?** to print the report.

## Reports

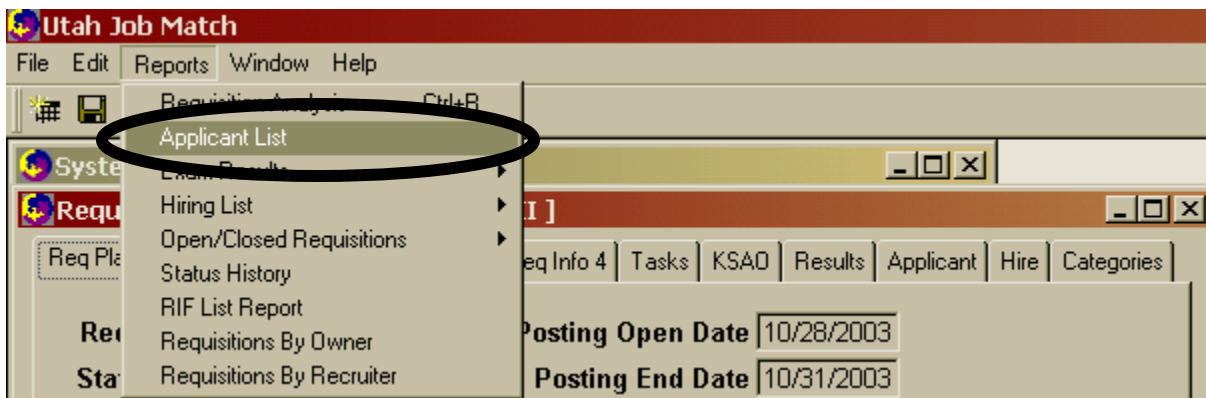
### Applicant List

The Applicant List provides a list of the KSAOs and associated rating levels. The list also shows how each applicant's score was computed.

Open the appropriate requisition and select Reports from the main menu bar.



Select Applicant List. The report will open in its own window.



See **How Do I Print a Report?** to print the report.

### Exam Results

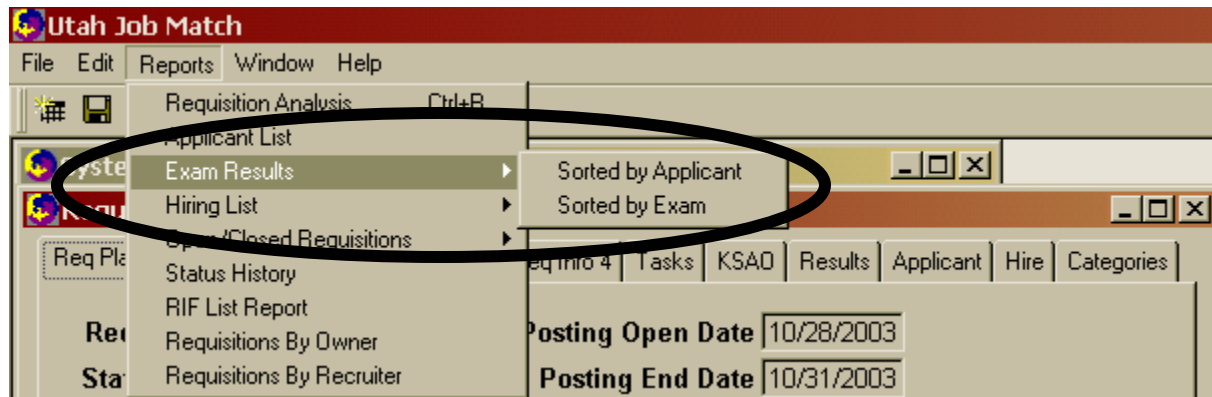
This report is used to view exams and the applicants' exam scores/results. Exam Results may be sorted two different ways, by applicant or by exam. Sorting by applicant lists each applicant, the applicant's exam, and the applicant's results for that exam. Sorting by exam lists each exam, then each applicant, the applicant's results for that exam.

Open the appropriate requisition and select Reports from the main menu bar.



## Reports

Select Exam Results and either Sorted by Applicant or Sorted by Exam. The report will open in its own window.



See **How Do I Print a Report?** to print the report.

### Hiring List

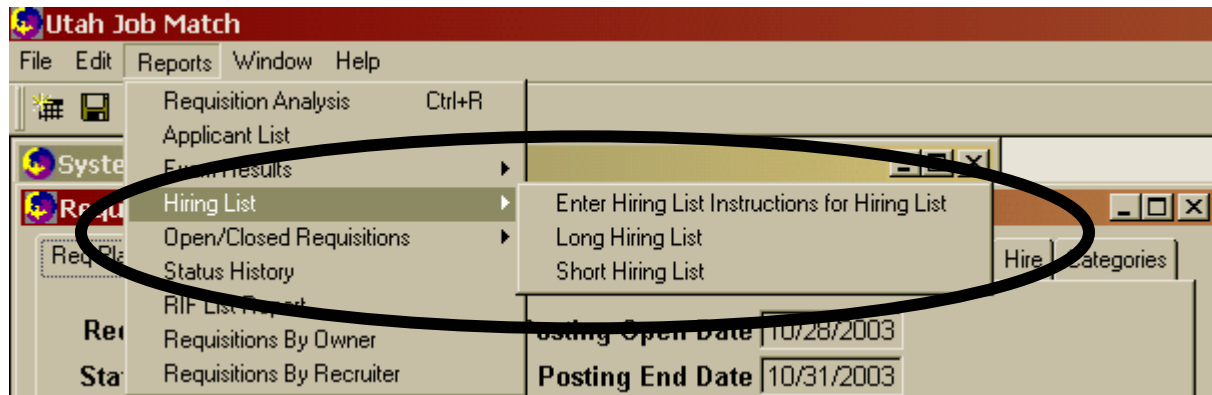
This is a printed version of the Hiring List created in the Applicant tab. To create a hiring list, see **How Do I Create a Hiring List?**. Two versions of the hiring list are available, the Long Hiring List and the Short Hiring List. A Long Hiring List includes the recruiter's contact information, hiring instructions, RIF instructions, the applicants on the hiring list, applicant profile information, and each applicant's answers to the online application questions. The Long Hiring List allows the hiring manager to view the applicants' resumes, if submitted, and any other supporting documentation provided on the online application. The Short Hiring List includes, the recruiter's contact information, hiring instructions, RIF instructions, the applicants on the hiring list and contact information for applicants.

Open the appropriate requisition and select Reports from the main menu bar.



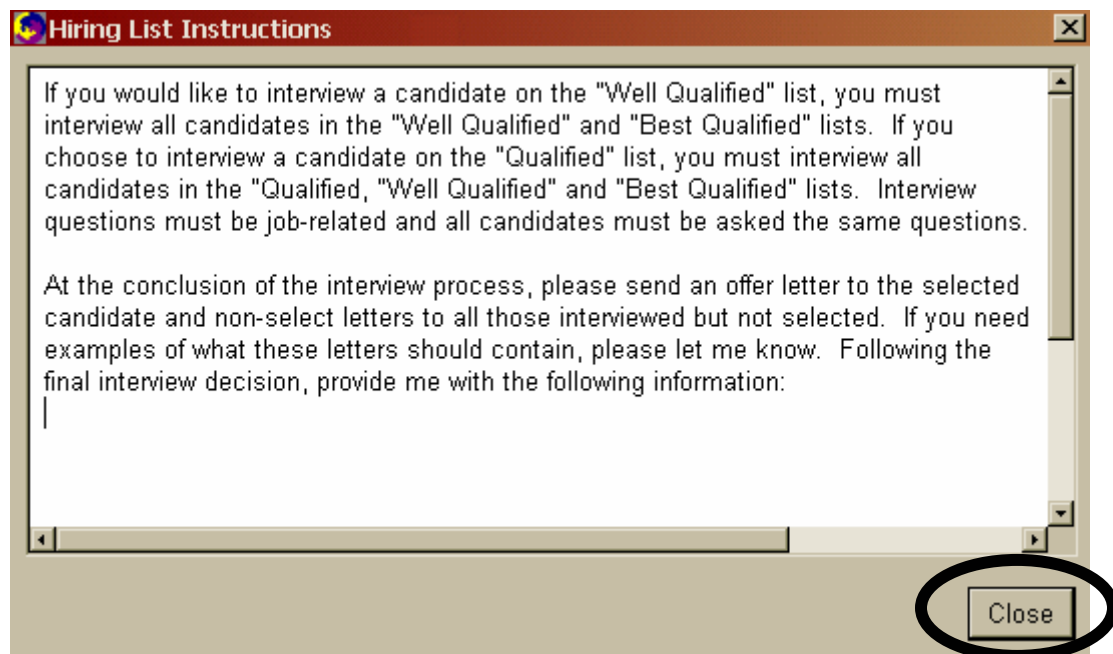
## Reports

There are three choices: Enter Hiring List Instructions for Hiring List, Long Hiring List, and Short Hiring List.



### Enter Hiring List Instructions for Hiring List

Choose Enter Hiring List Instructions to provide directions and information to the hiring official. Type or cut and paste information in the Hiring List Instructions window. Press Enter or click on Close when finished.



### Long Hiring List

After entering Hiring List Instructions, open the appropriate requisition and select Reports from the main menu bar. Choose Long Hiring List and the report will open in its own window.

## Reports

See **How Do I Print a Report?** to print the report.

### Short Hiring List

After entering Hiring List Instructions, open the appropriate requisition and select Reports from the main menu bar. Choose Short Hiring List and the report will open in its own window.

See **How Do I Print a Report?** to print the report.

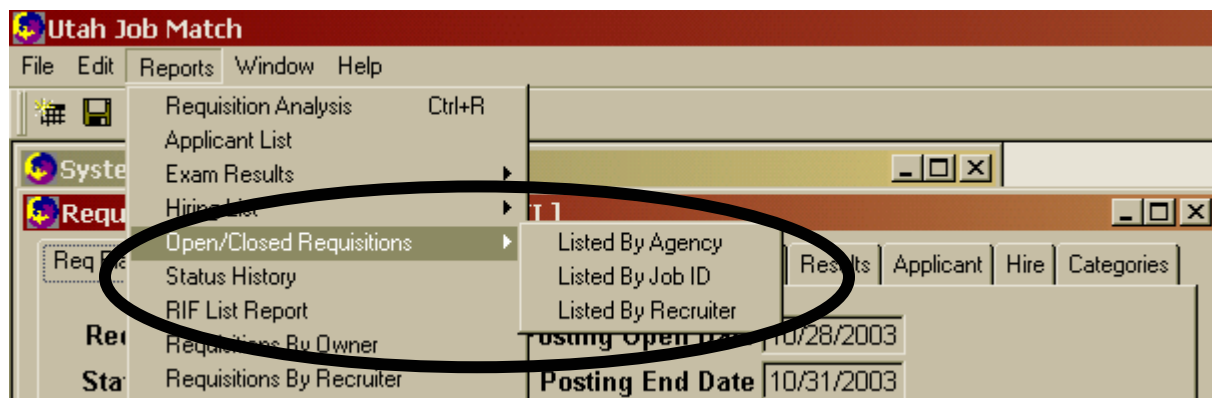
### Open/Closed Requisitions

The Open/Closed Requisition reports will show the number of requisitions and the number of days between requisition statuses for a selected range of statuses. For example, a report will show all requisitions with the requested criteria (agency, recruiter, date range, etc.) and the number of days between the chosen statuses.

Open the appropriate requisition and select Reports from the main menu bar.



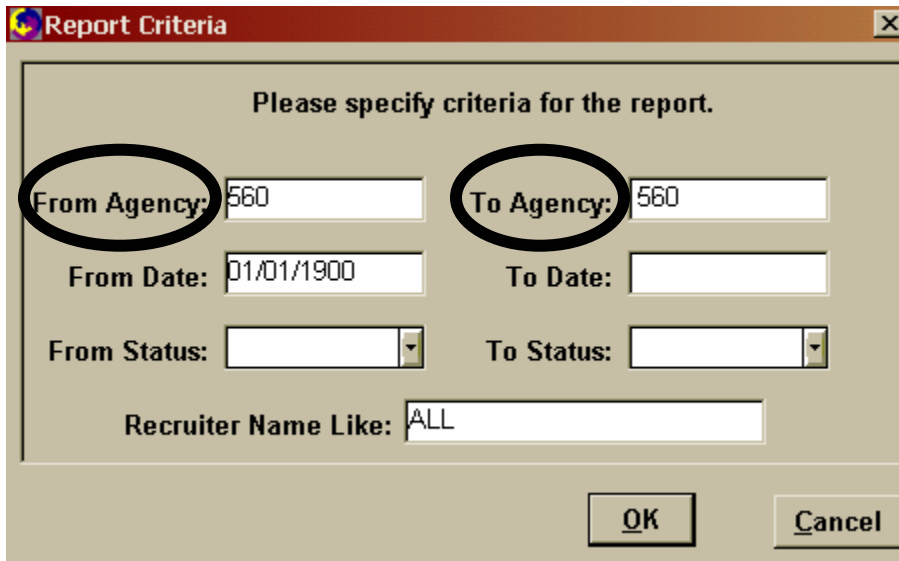
Select Open/Closed Requisitions. Choose to run the report by Agency, Job ID or Recruiter. Since the Listed by Agency, Job ID, and Recruiter reports work the same, this manual discusses only the Agency report.



After selecting Listed By Agency, the Report Criteria window will open.

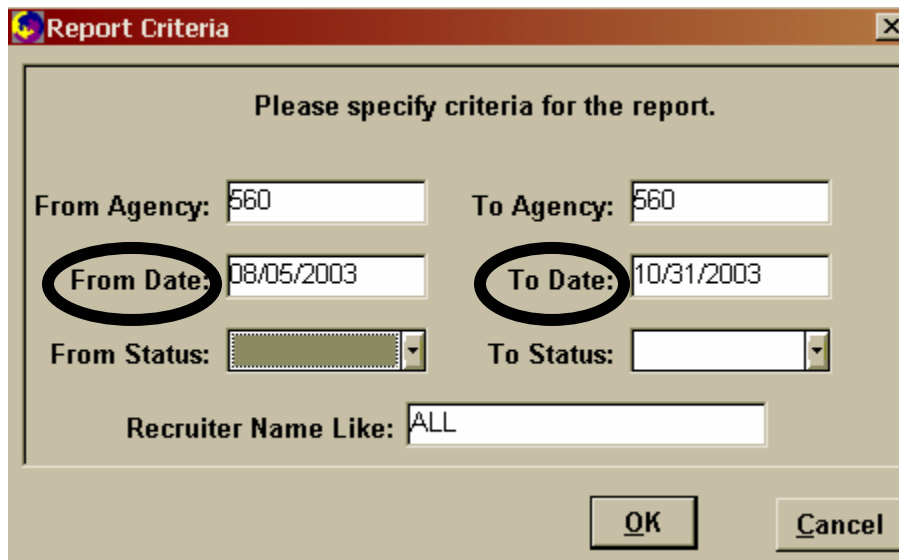
## Reports

Enter the range of agency numbers in the From Agency and To Agency fields to run the report. (Your security access will determine which agencies you have access to.) If only one agency is desired, enter the same agency number in the From Agency and To Agency fields.



The image shows a 'Report Criteria' dialog box with a title bar containing a small icon and the text 'Report Criteria'. The main area has a header 'Please specify criteria for the report.' Below this are several input fields: 'From Agency:' and 'To Agency:' both containing the value '560', with these labels circled in black; 'From Date:' containing '01/01/1900' and 'To Date:' which is empty; 'From Status:' and 'To Status:' which are dropdown menus; and 'Recruiter Name Like:' containing 'ALL'. At the bottom right are 'OK' and 'Cancel' buttons.

Enter a date range in the From Date and To Date fields for requisitions to be viewed.



The image shows the same 'Report Criteria' dialog box. In this instance, the 'From Date:' field contains '08/05/2003' and the 'To Date:' field contains '10/31/2003', with both labels circled in black. The 'From Agency:' and 'To Agency:' fields still contain '560'. The 'From Status:' dropdown menu is now highlighted with a dotted border. The 'Recruiter Name Like:' field still contains 'ALL', and the 'OK' and 'Cancel' buttons remain at the bottom right.

## Reports

Enter a range of statuses in the From Status and To Status fields. If only one status is desired, enter the same status in both fields.

This report would show all closed requisitions in the Department of Natural Resources, between August 5, 2003 and October 31, 2003 and the number of days between the time the requisition's statuses were New and Closed.

Report Criteria

Please specify criteria for the report.

From Agency: 560 To Agency: 560

From Date: 08/05/2003 To Date: 10/31/2003

From Status: New To Status: Closed

Recruiter Name Like: ALL

OK Cancel

Enter the recruiter's name in the Recruiter Name Like field. The name does not need to be exact. For example, if the recruiter's name is Billy and you enter Bill, it will still find the recruiter's requisitions. To bring up all recruiters' requisitions that you have security access to view, enter ALL. Click OK. The report will open in its own window.

Report Criteria

Please specify criteria for the report.

From Agency: 560 To Agency: 560

From Date: 08/05/2003 To Date: 10/31/2003

From Status: New To Status: Closed

Recruiter Name Like: ALL

OK Cancel



## Reports

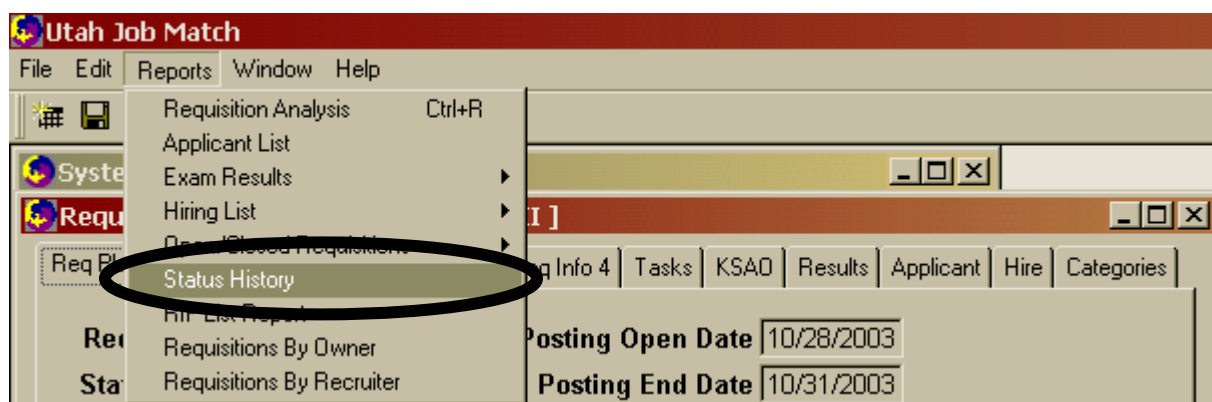
See **How Do I Print a Report?** to print the report.

### Status History

Open the appropriate requisition and select Reports from the main menu bar.



Select Status History. The report will open in its own window.

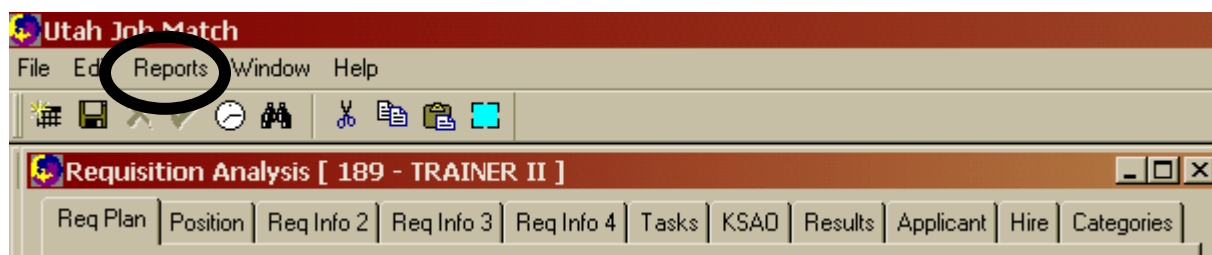


See **How Do I Print a Report?** to print the report.

### RIF List Report

This is a report version of the Reappointment Register.

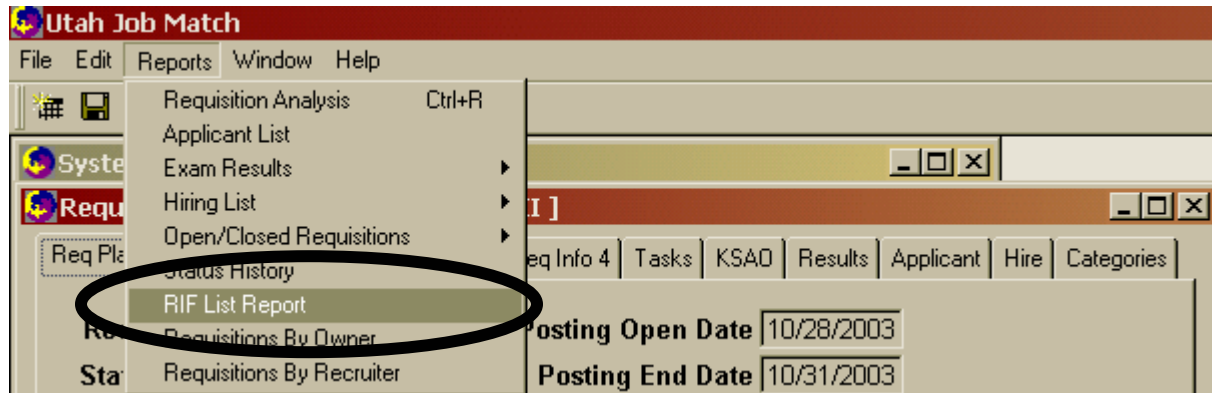
Open any requisition and select Reports from the main menu bar. (A requisition must be open to make the Reports option available.)



**Reports**

## Reports

Select RIF List Report. The report will open in its own window.



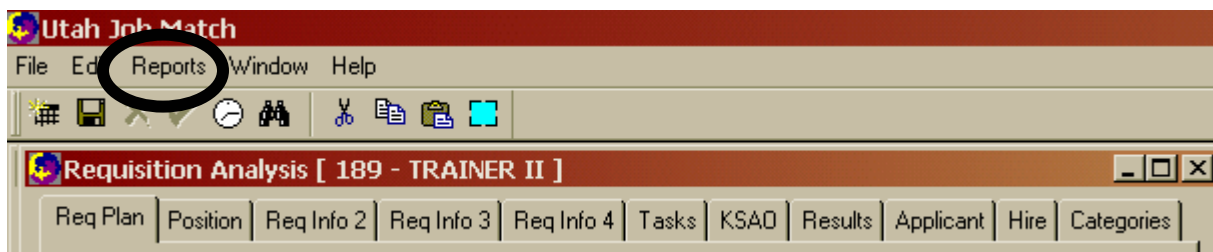
See **How Do I Print a Report?** to print the report.

### Requisitions by Owner

The Requisitions by Owner report lists all requisitions for a selected owner/user ID. The report lists:

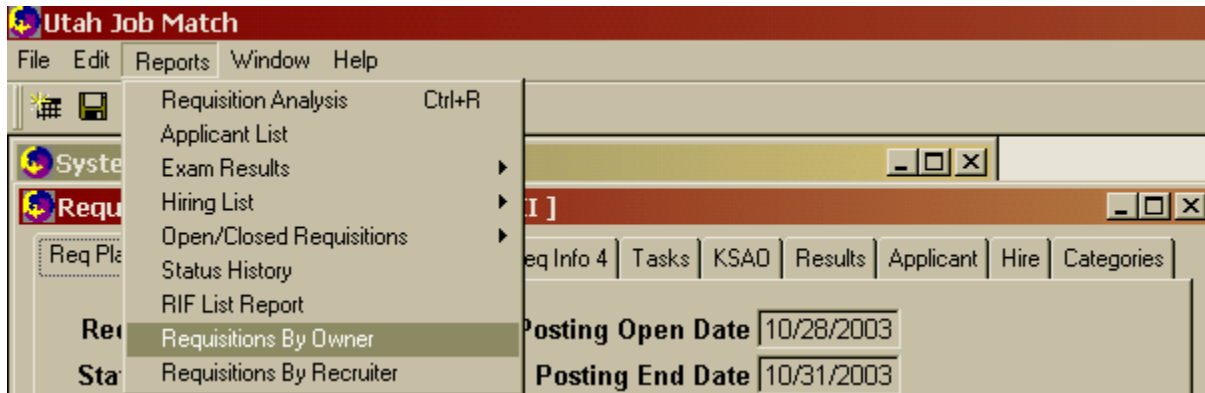
- Recruiter
- Requisition id number
- Schedule code
- Job id and job title
- Requisition status
- Date Created
- Requisition Type
- Number of Positions

Open any requisition and select Reports from the main menu bar. (A requisition must be open to make the Reports option available.)

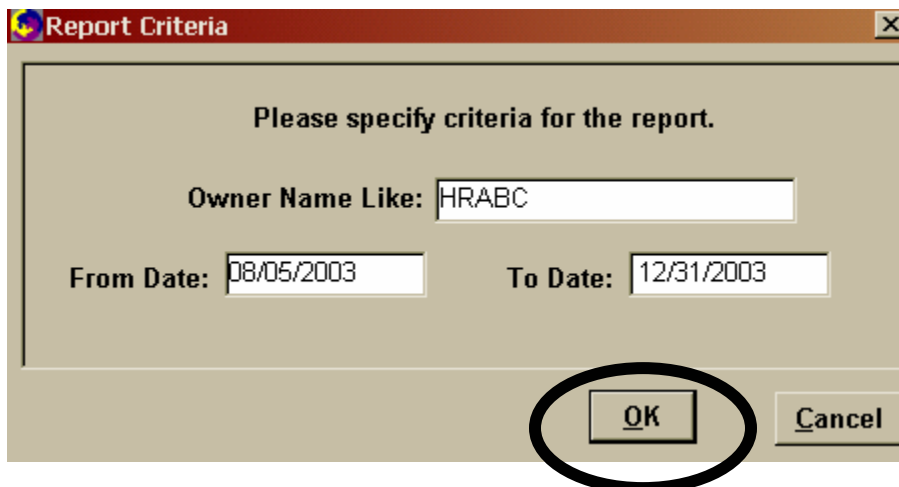


## Reports

Select Requisitions By Owner. This opens the Report Criteria window.



Enter the owner's User ID and a date range desired.



Click OK and the report will open in its own window. See **How Do I Print a Report?** to print the report.

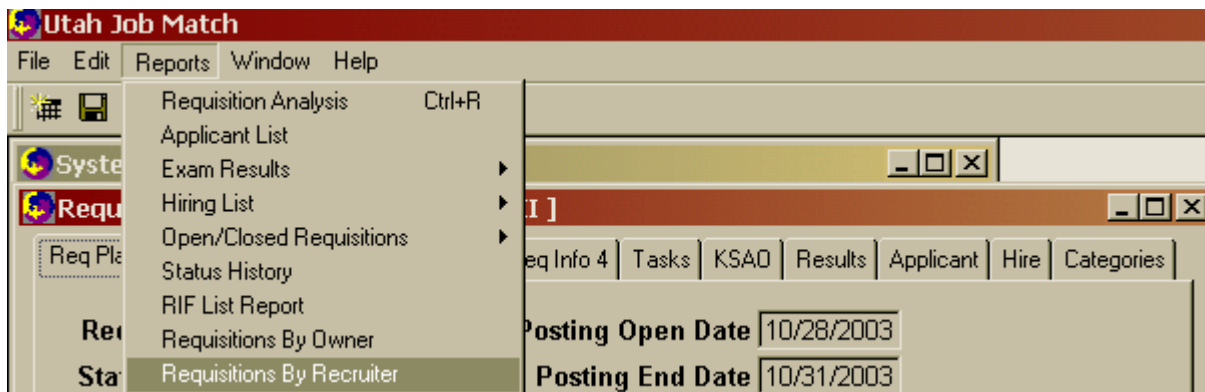
### Requisitions by Recruiter

Enter the recruiter's name in the Recruiter Name Like field. The name does not need to be exact. For example, if the recruiter's name is Billy and you enter Bill, it will still find the recruiter's requisitions. To bring up all recruiters' requisitions that you have security access to view, enter ALL. Click OK. The report will open in its own window.

Open any requisition and select Reports from the main menu bar. (A requisition must be open to make the Reports option available.)

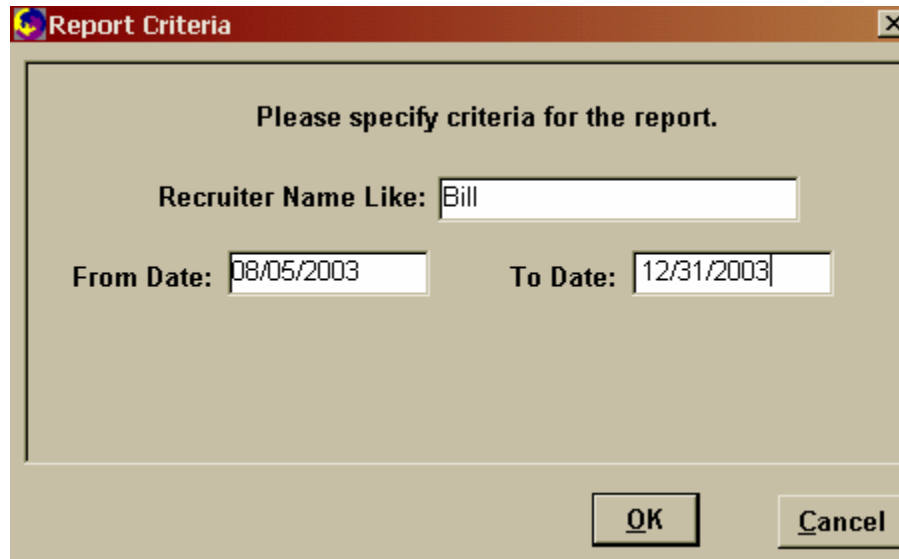


Select Requisitions By Recruiter. This opens the Report Criteria window.



## Reports

Enter the recruiter's name in the Recruiter Name Like field. The name does not need to be exact. For example, if the recruiter's name is Billy and you enter Bill, it will still find the recruiter's requisitions. To bring up all recruiters' requisitions that you have security access to view, enter ALL. Enter the desired date range to view. Click OK. The report will open in its own window.

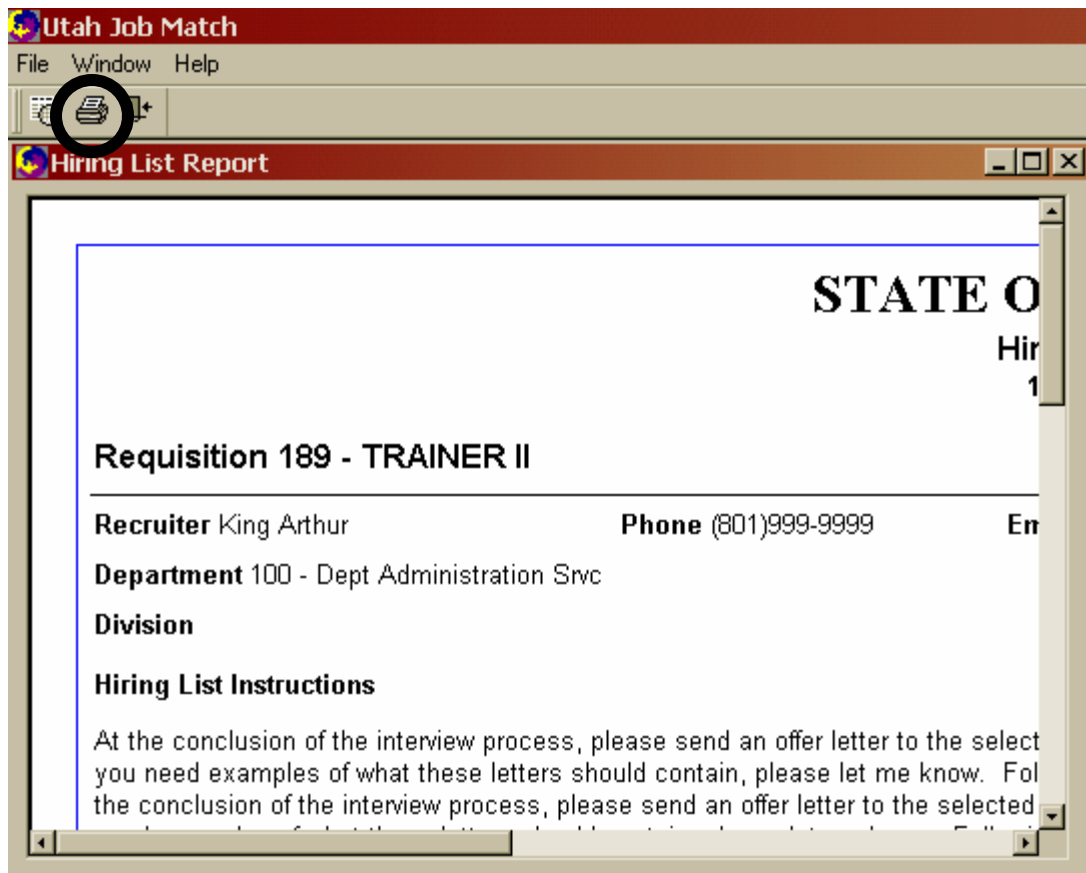


A screenshot of a Windows-style dialog box titled "Report Criteria". The dialog box has a light beige background and a dark brown title bar with a close button (X) in the top right corner. Inside the dialog, the text "Please specify criteria for the report." is centered. Below this, there are three input fields. The first is labeled "Recruiter Name Like:" and contains the text "Bill". The second is labeled "From Date:" and contains the date "08/05/2003". The third is labeled "To Date:" and contains the date "12/31/2003". At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

See **How Do I Print a Report?** to print the report.

### How Do I Print a Report?

While the report window is open, click on the print button.



### How Do I Email a Report?

First open the report to be emailed. Use a program such as Adobe Distiller or Adobe Acrobat to change the report to a pdf format. Save the pdf file and email it as an attachment.

## Security

### Obtaining Access to Utah Job Match Recruitment

Users must complete a security form and obtain the necessary signatures to be granted security access to the Utah Job Match Recruitment system. The security form is separate from the HRE and Utah Job Match Job & Position security access form.

### How to Complete a Security Access Form

Either use the copy of the security access form provided in the training class or download the Utah Job Match Recruitment Security Access from [www.dhrm.utah.gov](http://www.dhrm.utah.gov) under Human Resources, HR Forms, and then HRE/UJM Forms.

1. Complete the Agency/Department, Division, and Date Requested Fields. Then select a Request Type. Select new for a new user, delete to delete a user, and Change to simply change some aspect of the user's security access (such as org ranges under Access Information).

Agency/Department	Division	Date Requested								
<table border="1"><thead><tr><th colspan="2"><b>Request Type</b></th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>New</td></tr><tr><td><input type="checkbox"/></td><td>Delete</td></tr><tr><td><input type="checkbox"/></td><td>Change</td></tr></tbody></table>			<b>Request Type</b>		<input type="checkbox"/>	New	<input type="checkbox"/>	Delete	<input type="checkbox"/>	Change
<b>Request Type</b>										
<input type="checkbox"/>	New									
<input type="checkbox"/>	Delete									
<input type="checkbox"/>	Change									
<table border="1"><thead><tr><th colspan="2"><b>Type of Change</b></th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>Name</td></tr><tr><td><input type="checkbox"/></td><td>User ID</td></tr><tr><td><input type="checkbox"/></td><td>Other _____</td></tr></tbody></table>			<b>Type of Change</b>		<input type="checkbox"/>	Name	<input type="checkbox"/>	User ID	<input type="checkbox"/>	Other _____
<b>Type of Change</b>										
<input type="checkbox"/>	Name									
<input type="checkbox"/>	User ID									
<input type="checkbox"/>	Other _____									

2. Next, complete the User Information box. The user's ID and password are the same ID and password used for UJM Job & Position and/or HRE.

<b>User Information</b>	
User ID: _____	Note: This is the same user ID you use for Job & Position and/or HRE.
Name: _____	Title: _____
Phone: _____	Employee ID # _____



3. **For HRE and/or UJM Job and Position User's:** A user's security access to UJM Recruitment will be the same agency and org range as their security access to HRE and/or UJM Job & Position. To change security access to agency and org ranges, submit a new HRE Security Access form. Users **cannot** change agency and org range access with a UJM Recruitment Security Access Request Form.

**For UJM Recruitment Users only:** Complete this section. The user may have multiple org ranges as in the example below. To have access to all orgs within an agency, use org range 0000 to 9999.

### ***Access Information***

If you have access to HRE and/or UJM Job & Position, your agency and org ranges will be the same. **DO NOT COMPLETE THIS SECTION!!!** Information entered below will be disregarded. To change your agency and org range access, complete a new HRE Security Access Request Form.

**If you are a UJM Recruitment User only, please complete this section.**

Agency #: <u>140</u>	Low Orgs or Ranges: <u>0000-9999</u>
Agency #: <u>950</u>	Low Orgs or Ranges: <u>1500-3000</u>
Agency #: <u>950</u>	Low Orgs or Ranges: <u>3100-3900</u>

4. Ensure that all signatures are complete before submitting the form. The only situation that all signatures are not required is when the HR Director is the employee's supervisor. In this case, the Employee Signature and HR Director Signature will suffice.

### ***Signatures***

I understand the Utah Job Match Recruitment system is considered to be private and confidential. It is a breach of security to divulge logon ID and password information. Failure to maintain the confidentiality of data, logon ID, and password could result in the removal of access to the system and/or disciplinary action.

Employee Signature	Date	Print Supervisor Name
Supervisor Signature	Date	Department HR Director Signature

## Security

5. Next, select the desired Role(s). A user may have more than one role.

**User** – a typical recruiter needing standard access to inquire, create and update in order to carry out recruitment activities

**Requisition Approver** – a user designated by the agency who will approve requisitions ready to be posted online

**Read-only** – a user who does not normally perform recruitment activities but needs read only access to requisition analyses or other data

### DHRM Only

**Administrator** – a user with access to all functions which may include granting and editing user security access, maintaining the Reappointment Register, maintaining Public KSAO levels, and other administrator functions.

**DHRM User** – user at DHRM performing recruitment activities, assisting agency users, and has the ability to add a RIF to any requisition

<b>Access Options</b>				
<b>Roles</b> (Choose all that apply)				
User	<input type="checkbox"/>			
Requisition Approver	<input type="checkbox"/>			
Read-only	<input type="checkbox"/>			
<b>DHRM Only</b>	<input type="checkbox"/>			
Administrator	<input type="checkbox"/>			
DHRM User	<input type="checkbox"/>			
<b>Activities for each role</b> (Choose all that apply)				
	Inquire	Update	Create	Delete
Requisition Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requisition Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KSAO Group Level Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DHRM Only</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change Requisition Owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reappointment Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KSAO Public Group Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KSAO Level Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Security

**Inquire** – This allows the user to view information entered in UJM.

**Update** – Users will be able to update information that is already created in UJM. (Users can only change information that they created).

**Create** – Users can create new Requisition Analyses.

**Delete** – This will allow users to delete information created in UJM.

6. This section is for the system administrator to track the users security access history.

DHRM Use Only	
Does the User have required training? <input type="checkbox"/> Yes Class ID _____ <input type="checkbox"/> No Referred to _____	
What action was taken: <input type="checkbox"/> Add User <input type="checkbox"/> Change or Add Orgs <input type="checkbox"/> Change Roles <input type="checkbox"/> Change Activities <input type="checkbox"/> Denied	
System Administrator Signature _____	
Date _____	
Deleted User: By: _____ Date _____	

### Security Access Changes

To change security access, the user must send a new security access form to request the change. Because auditors only allow DHRM to maintain one active security form for each user, the new security form must contain all access information, not just the new changes. For example, if a user has security access to Agency 100 Orgs 1000 -2000 and now needs access to Agency 100 Orgs 3000-4000 in addition, the security form must list both Agency 100 Orgs 1000-2000 and Agency 100 Orgs 3000-4000. See the sample below.

Access Information		
	Home Org #	100
Agency #: 100	Low Orgs or Ranges:	1000-2000
Agency #: 100	Low Orgs or Ranges:	3000-4000
Agency #:	Low Orgs or Ranges:	
Agency #:	Low Orgs or Ranges:	

## Security

Agency #:	<input type="text"/>	Low Orgs or Ranges:	<input type="text"/>
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## Utah Job Match Online

### Create Account

#### How Do I Create an Account?

Log onto the internet and go to [www.statejobs.utah.gov](http://www.statejobs.utah.gov). If this is your first visit to the web site, click Create Account.

Address: <http://168.179.240.12/ujm/ujm.jsp>

utah.gov State Online Services Agency List Search Utah.gov go

Department of Human Resource Management Home Contact Us

**DHRM**

Login

**Create Account**

Open Jobs

**Welcome**

Welcome to Utah Job Match, where job seekers get connected to state government jobs. You can access this system by clicking desired links to the left.

To apply for a job, you must first have an account. If you already have one, you may login and access your account's information. If you do not have an account, you can set one up by clicking the "Create Account" link and supplying the requested information.

VeriSign Secure Site Click to verify

Enter the following information: First Name, Middle Name/Initial, Last Name, Birth Date and Last 4 Digits of SSN (Social Security Number). Click Next.

Department of Human Resource Management Home Contact Us

**DHRM**

Login

Create Account

Open Jobs

Please supply the following information. Your name, birth date and the last four digits of your SSN are used to uniquely identify you within the system.

"\*" indicates a required field.

First Name \*

Middle Name/Initial

Last Name \*

Birth Date \*

Month Day Year

Last 4 Digits of SSN \*


Next

VeriSign Secure Site Click to verify



## Utah Job Match Online Create Account

Select a Login ID from the provided options and type in the desired password. Retype the password and click Next.



Department of Human Resource Management

HomeContact Us

DHRM

Hello  
JOE APPLICANT

Profile

History

Open Jobs

Logout

No account exists based on the information you supplied. To create a new account, select a Login ID from the choices below and enter a password for your new account.

Select a Login ID from the following options:

☒ j6applican8

☐ japplican97

☐ joseph56a

Desired Password

Retype Password

(up to 15 characters)




### Complete Account and Contact Information

- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- Day Phone Number
- Evening Phone Number
- E-Mail

To change your last name, click on Last Name Changed?

<b>DHRM</b>	
Hello <b>JOSEPH APPLICANT</b>	
Profile	
History	
Open Jobs	
Logoff	

 Click to verify	
<b>Account Information</b>	
First Name	JOSEPH
Middle Name/Initial	R
Last Name	APPLICANT
Birthday	2/14/71
Last 4 digits of your Social Security Number	1568
Login ID	j6applicant8
Password	<input type="password"/> (up to 15 characters and numbers)
<b>Contact Information</b>	
Please ensure that this information is correct so you can be contacted if necessary.	
Address 1:	<input type="text" value="234 Somewhere Street"/>
Address 2:	<input type="text"/>
City:	<input type="text" value="Salt Lake City"/>
State:	<input type="text" value="UT-Utah"/>
Zip Code:	<input type="text" value="84118"/>
Day Phone Number	<input type="text" value="801-555-5555"/> (Please include area code and number)
Evening Phone Number	<input type="text" value="801-999-9999"/> (Please include area code and number)
E-Mail	<input type="text" value="joe@hotmail.com"/>

## Utah Job Match Online

### Create Account

#### Complete Profile Information

- Current/Previous State of Utah employee?
  - If yes, choose yes and enter the last agency of employment.
  - Current State Employees – enter your Employee Identification Number to view internal and statewide recruitments.
- Veteran's preference
- Conviction Information
- Citizenship/Eligibility Information

**Profile Information**

Have you ever worked for the State of Utah?

If so, please indicate which agency.

Current employees, enter your EIN

(six digit number found on your pay stub)

**Veteran's Preference**

**Note:** If you claim any veteran status, you will be required to bring your DD214 to each job interview to which you are invited.

☒ I am not a veteran  
☐ Veteran  
☐ Unmarried widow/widower of a veteran  
☐ Disabled Veteran  
☐ Purple Heart Recipient  
☐ Unmarried widow/widower of a disabled veteran

This allows Current State Employees to view internal and statewide recruitments!

#### Profile – Conviction and Citizenship/Eligibility Information

If the job seeker has not been convicted of a misdemeanor or felony answer No. If yes, explain in the field provided. Answer Yes or No if the job seeker is a U.S. citizen or eligible to work in the U.S. Read the conditions of creating an account and check the box to indicate the understanding of these conditions before continuing.

## Utah Job Match Online Create Account

<b>Have you ever been convicted of a Misdemeanor? If so, explain.</b>	No ▾ <div></div>
<b>Have you ever been convicted of a Felony? If so, explain.</b>	No ▾ <div></div>
<b>Are you a citizen of the U.S.?</b>	Yes ▾
<b>Are you eligible to work in the U.S.?</b>	Yes ▾

By creating this account, I affirm that the applicant profile, submitted resume and any additional documentation contain no misrepresentation or falsification and that the information is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such misrepresentation or falsification, I will be disqualified from further consideration or, if employed by a State agency, I may be terminated from employment. I further authorize any of my employers or references to give the Director of the Department of Human Resource Management or any hiring State agency any private or confidential information concerning my employment record. If considered for law enforcement positions; or positions involving care, custody, or control of children or vulnerable adults; fiduciary trust; or national security, then I hereby authorize the State of Utah to conduct a thorough background investigation in any and all aspects of activities, convictions and criminal record. I hereby release your organization or any other agency involved in releasing this information from any civil or criminal liability arising under the Federal Rights and Privacy Act or other applicable State statutes. You may be required to undergo drug testing as a condition of employment for safety sensitive positions. All state employees are subject to drug or alcohol testing at any time based on reasonable suspicion.

☒ I have read and understand these conditions

## Utah Job Match Online

### Create Account

#### Equal Employment Information (optional)

Equal Employment Information is optional. The information provided is confidential and used for reporting purposes. Select gender: Male/Female Age 40 or older: Yes/No Ethnicity: N/A, Black, Caucasian, American Indian/Alaskan Native, Asian/Pacific Islander, Hispanic.

### Equal Employment Information ( optional )

Gender	<input type="text" value="N/A"/>
Are you 40 or older?	<input type="text" value="N/A"/>
Ethnicity	<input type="text" value="N/A"/>

Save Changes

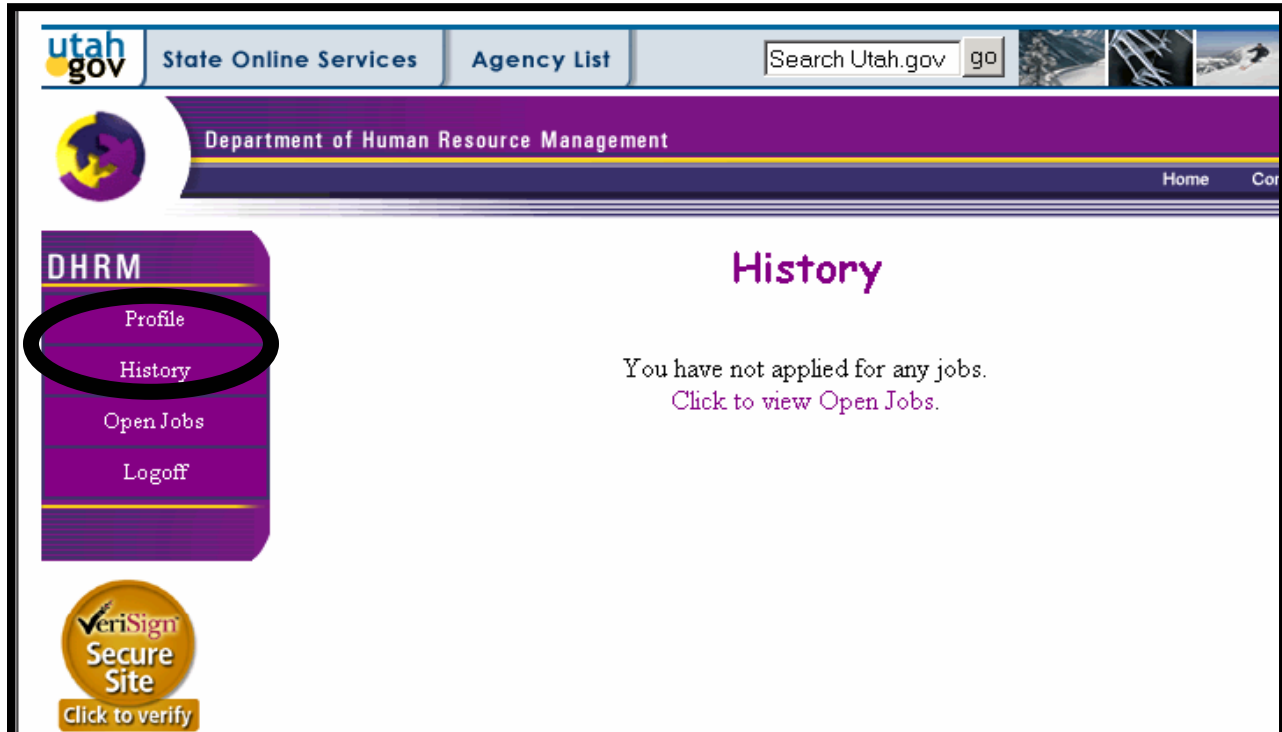
Click Save Changes to save the information provided.

**Note:** Once an account has been created, job seekers are able to view and edit their Profile, Application History and Open Jobs Information. Only one account must be created regardless the number of jobs applied for.

## How Do I View or Change My Profile?

### Profile


The Profile window shows the job seeker's Account Information which includes Name, Birth Date, and the last four digits of SSN, Contact Information, Profile Information and Equal Employment Information. The information on the Profile window can be updated by the job seeker by logging into their account using the Login ID and Password that was created. To save changes to the account, click OK.



# Utah Job Match Online

## Profile

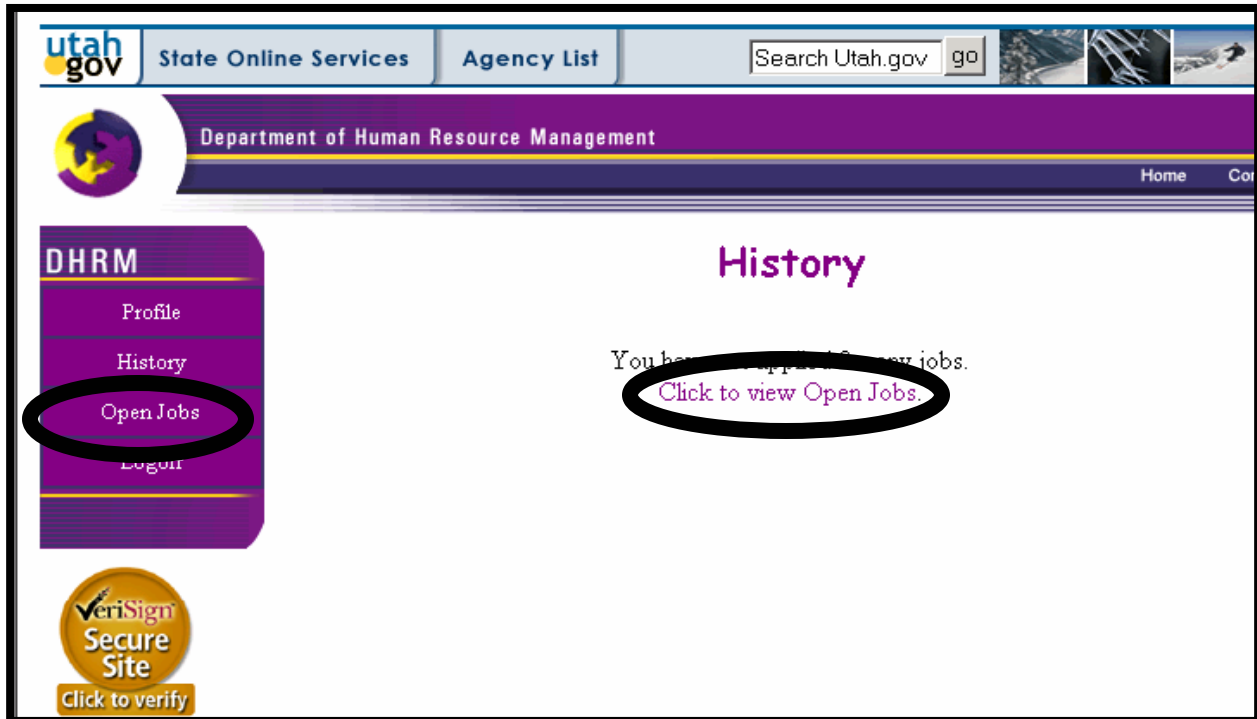
### Profile Information

<b>DHRM</b>	<b>Account Information</b>	
Hello <b>JOSEPH APPLICANT</b>	<b>First Name</b>	JOSEPH
<b>Profile</b>	<b>Middle Name/Initial</b>	R
History	<b>Last Name</b>	APPLICANT
Open Jobs	<b>Birthday</b>	2/14/71
Logoff	<b>Last 4 digits of your Social Security Number</b>	1568
	<b>Login ID</b>	j6applicant8
 Click to verify	<b>Password</b>	<input type="password"/> (up to 15 characters and numbers)
	<b>Contact Information</b>	
	Please ensure that this information is correct so you can be contacted if necessary.	
	<b>Address 1:</b>	<input type="text" value="1234 SOMEWHERE ST"/>
	<b>Address 2:</b>	<input type="text"/>
	<b>City:</b>	<input type="text" value="SALT LAKE CITY"/>
	<b>State:</b>	<input type="text" value="UT-Utah"/>
	<b>Zip Code:</b>	<input type="text" value="84118"/>
	<b>Day Phone Number</b>	<input type="text" value="(801) 555-5555"/> (Please include area code and number)
	<b>Evening Phone Number</b>	<input type="text" value="(801) 999-9999"/> (Please include area code and number)

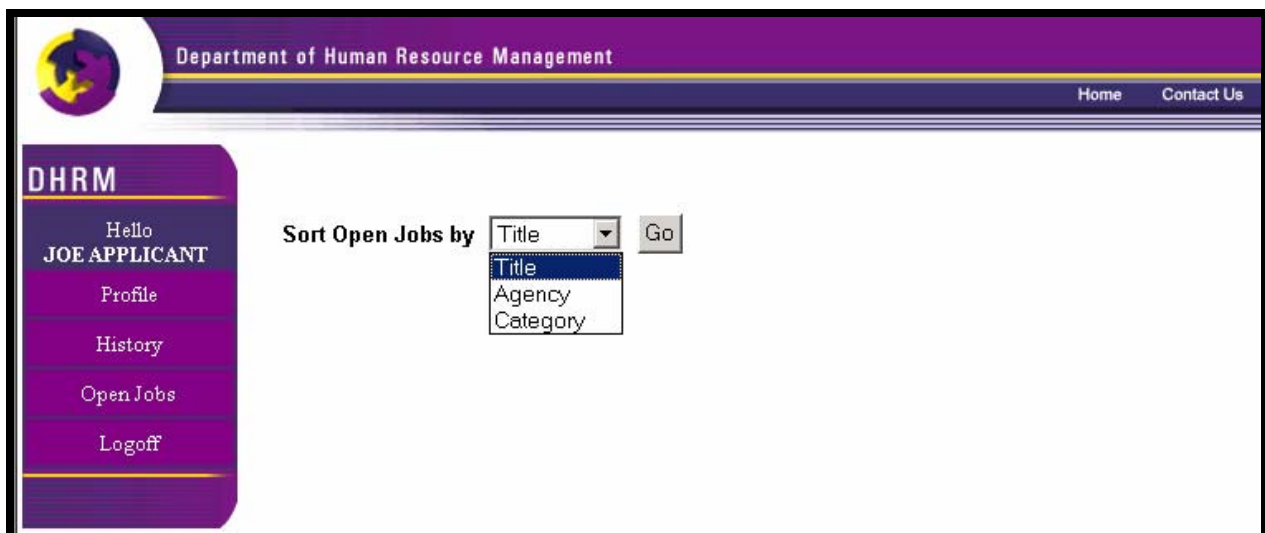
### How Do I View Open Jobs?

#### Open Jobs

Click on Open Jobs or Click to view Open Jobs to view available jobs. Open jobs can be sorted by: Title, Agency or Category and clicking "Go". This will create an Open Jobs List.



Sort Open Jobs by Title, Agency or Category and click Go.



# Utah Job Match Online

## Open Jobs

### How Do I Apply For Open Jobs?

After clicking on Open Jobs, the job seeker will click Apply to be considered for open jobs. To view the job announcement, click on the highlighted title. This screen indicates the requisition #, salary range and closing date for the job.

Req #	Title	Salary	Closes	Apply
123	<b>CHEMIST/MICROBIOLOGIST III</b>	Step 49 (\$ 17.14) to Step 64 (\$ 25.74)	2/20/2004	<a href="#">Apply</a>
140	ELECTRONIC TECHNOLOGICAL SPECIALIST II	Step 49 (\$ 17.14) to Step 64 (\$ 25.74)	2/4/2004	<a href="#">Apply</a>
149	OFFICE CLERK II	Step 18 (\$ 7.39) to Step 35 (\$ 11.72)	2/27/2004	<a href="#">Apply</a>
101	TRAINER II	Step 45 (\$ 15.37) to Step 60 (\$ 23.09)	2/26/2004	<a href="#">Apply</a>

Sort Open Jobs by

Job seekers respond to statements or questions. Supporting documentation may be provided in the box located below the question. When the information has been entered, click Save.

**CHEMIST/MICROBIOLOGIST III**  
Salary Range Step 49 (\$ 17.14) to Step 64 (\$ 25.74)  
Opens: 08/28/2003 Closes: 02/20/2004  
Recruiter:  
Julie Brogdon  
(801) 538-3280  
jbrogdon@utah.gov

Please respond to the following statements or questions using the options provided. You are also encouraged to provide additional supporting documentation, when requested, in the space provided.

**Do you have a degree in chemistry?**  
  
NONE  
BACHELORS DEGREE  
MASTERS DEGREE  
"out and paste" your response.

**What type of scientific instruments have you used? Please attach a resume for review.**  
  
Supporting Documentation - type or "out and paste" your response.



## How Do I Edit or View Jobs Applied For?

### Application History

Click on History to view jobs that the job seeker has applied for. The information provided to the employer can be updated by clicking Edit. The information can only be edited while the status of the job is open.

Department of Human Resource Management

Home Contact Us

**DHRM**

Hello  
**JOE APPLICANT**

Profile  
**History**  
OpenJobs  
Logoff

### Application History

Req #	Open date	Close date	Applied	Status	Job	
123	08/28/2003	02/20/2004	10/20/2003	Open	CHEMIST/MICROBIOLOGIST III	<b>Edit</b>

After the job Close date, Application History can only be viewed.

Department of Human Resource Management

Home Contact Us

**DHRM**

Profile  
**Application History**  
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Logoff

Hello  
**JOSEPH APPLICANT**  
(If you are not JOSEPH APPLICANT, please log out now)

### Application History

Req #	Open date	Close date	Applied	Status	Job	
123	8/28/2003	2/20/2004	10/20/2003	Interviewing	CHEMIST/MICROBIOLOGIST III	<b>View</b>

After the Close date, the Application History can only be viewed.

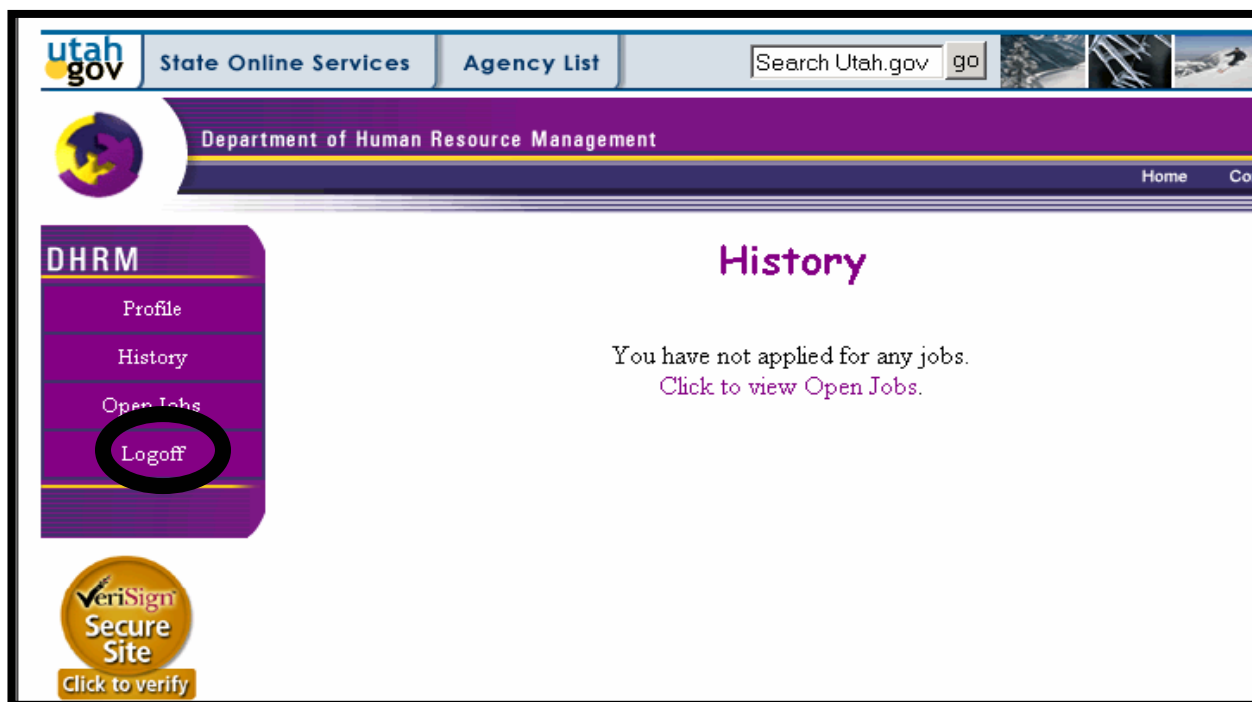
## Utah Job Match Online

### Log Off

#### How Do I Log Off?

#### Log Off

Job seekers Log Off when finished using the State of Utah's web based application site for the security of their account information.



Job seekers are informed when logged off.

